



**OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**  
**Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>09-FI-UDC-0011</b>	POSITION: <b>Director of Grants</b>
POSITION SERIES: <b>DS-501</b>	POSITION GRADE: <b>DS-14/1 - 15/10</b>
OPENING DATE: <b>September 24, 2009</b>	CLOSING DATE: <b>Open Until filled</b>
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: <b>October 8, 2009</b>	SALARY RANGE: <b>\$88,510 - \$133,855</b>
WORKSITE LOCATION: <b>4200 Connecticut Avenue, NW</b>	AREA OF CONSIDERATION: <b>Unlimited</b>
PROMOTION POTENTIAL: <b>DS-15</b>	NO. OF VACANCIES: <b>One (1)</b>
AGENCY: <b>University of the District of Columbia (UDC)</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **NOT** in a collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES:** The has the responsibility for planning, organizing, staffing, supervising and controlling the Grant Budget Administration Office's development, implementation and assessment functions as assigned to the division. The incumbent identifies problems and resolves them independently, referring only unusual problems and recommend solutions to the CFO for discussion and advise; provide effective leadership; directs the preparation of financial plans and apportionment schedules for all funded grants, and cooperative agreements; authorizes grant and intra district funds by approving all (labor distribution) personnel actions (Form 52's) and ensures that all such actions are covered via grant, agreements or intra-district operating terms and conditions or other governing regulations which authorize budgetary commitments "for salary and benefits"; supervises the maintenance of follow-up systems to assure the timely reporting of fiscal information required by the University and/or sponsoring agencies; coordinates the dissemination of fiscal and other financial information pertaining to the establishment of new intra-district agreements, grants and cooperative agreements; formulates operating polices and procedures of sound, realistic budgets within proposals with special attention to budgetary commitments; performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** One (1) year of Specialized Experience performing the related duties and responsibilities at the next lower level. Bachelor's degree in economics, business, finance, accounting or related relevant experience preferred.

**SPECIALIZED EXPERIENCE:** Experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Possesses superior knowledge and comprehensive understanding of budget administration functions; including, budget execution, performance plans, budget formulation, and cost analysis.

2. Mastery knowledge of the District and Federal budget process, and all associated policies, directives, procedures and regulations, to develop and provide authoritative advice and interpretations of legislation and policies and precedents.
3. Possesses strong knowledge of and comprehensive management skills including setting goals, assigning responsibilities and managing personnel.
4. Demonstrates very effective written and oral communication skills for interacting with agency budget staff and senior level policymakers.

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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Environment

**PHYSICAL EFFORT:** Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

**IMPORTANT NOTICE TO ALL APPLICANTS:** Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the OCFO. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who contact you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment at the OCFO!

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**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS AND SUPPORTING DOCUMENTS (copy of College/University Transcripts, etc) MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00 pm) ON THE CLOSING DATE OF THE ANNOUNCEMENT.**

"A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

**NOTE:** It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**WHERE TO APPLY:**

Sabrina Coleman  
OCFO – OMA – Human Resources  
941 North Capitol Street, N.E., Suite 1200  
Washington, DC 20002  
(202) 442-6523

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

#### **NOTICE OF NON-DISCRIMINATION**

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER