



United States Postal Service
Office of Inspector General
Attn: Human Resources
1735 N. Lynn Street, 10th Floor
Arlington, VA 22209-2020

USPSOIG VACANCY ANNOUNCEMENT #04-57

Grade: Director Band FLSA: Exempt
Salary: \$100,231 - \$130,305 Per Annum
(Includes Locality Pay)
Position: One located in Arlington, VA
Relocation Expenses Will Not Be Paid
Open: 10/5/04 Close: 10/20/04

Director, Mission Support

The Office of Inspector General of the United States Postal Service is seeking a highly qualified applicant to fill our Director position for Mission Support in our Arlington location. Applicant must have demonstrated experience in the areas of budget, organizational performance management, human resources and/or administrative resources management, evaluation of programs and the ability to provide leadership to diverse administrative operations. The OIG conducts audits and investigations to prevent and detect fraud, waste, abuse, and mismanagement affecting the Postal Service.

MINIMUM QUALIFICATIONS

- At least six years experience in the area of human resources, budget and finance and/or administrative services.
- Evaluation and implementation of complex problems.
- At least four years of performance and strategic planning.

EVALUATION FACTORS

- Knowledge of Human Resources, Administrative Services and/or budget/accounting functions
- Demonstrated experience managing organizational support functions including developing organizational goals, work plans, criteria to measure customer satisfaction and quality of work, and tools to ensure cost-effective service delivery
- Experience as a director/manager/supervisor with responsibility for establishing work plans and/or directly supervising a staff of subordinate professionals
- Experience developing and monitoring strategic and annual performance plans, preparing performance reports, and managing quality assurance and process improvement programs

DESIRABLE QUALIFICATIONS

- Advanced academic degree
- Certifications

ADDITIONAL REQUIREMENTS

- Ability to pass a physical examination, drug screening, and background investigation
- Ay require up to 25% travel

BASIC OF RATING

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and /or the experience, education and training that indicate the applicant's ability to demonstrate the particular knowledge and skills needed to perform the duties of the position.

TO BE CONSIDERED, APPLICANTS MUST SUBMIT

- An OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months)
- A separate, written narrative that describes specific experience (tasks and accomplishments) for each Evaluation Factor (limited to one page per factor)

NOTE

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS: APPLICATION_SUBMISSION@USPSOIG.GOV OR FAXED TO: (703) 248-7957**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **ALL SUBMISSIONS MUST INCLUDE THE VACANCY ANNOUNCEMENT NUMBER.**

REASONABLE ACCOMMODATIONS

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

Job Line Number:
1-888-OIG-HIRO
1-888-644-4470
DC Relay Service:
202-855-1234 (TTY)
Or Visit our website:
www.uspsoig.gov