

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: NEGE04193988

Opening Date: October 8, 2004

Closing Date: October 18, 2004

Position: Public Affairs Specialist , GS-1035-12/FPL: 12

Salary: \$60,638 - \$78,826 Annual

Place of Work: U.S. Army Engineer District, Baltimore, Public Affairs Office

Duty Station: Baltimore, MD

Position Status: This is a Permanent position. -- Full Time

Number of Vacancies: 1

Duties: Develops/implements the Districts media relations, public information, command information program, & public involvement programs. Establishes/maintains effective working relationships w/print & broadcast media representatives & special-interest groups by answering inquiries about the Districts operations & activities & by arranging press conferences, media tours & interviews w/District subject-matter experts. Develops/writes informational materials designed to reach local, state, regional, & national audiences through the news media, such as wire services, newspapers, magazines, radio & television announcements, fact sheets, background statements, & public information brochures. Writes speeches & prepares audiovisual presentations in computer-generated program(s) & other briefing materials for District Engineer & senior command staff. Develops, writes, edits & lays out in desktop publishing, stories for District newspaper, brochures, pamphlets, leaflets & texts for exhibits/displays.

Who May Apply:

- Army employees serving on career or career conditional appointments.
- All Federal employees serving on a career or career-conditional appointment.
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

SPECIALIZED EXPERIENCE is experience which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of this

position, and that is typically in or related to developing written materials conveying complex information for dissemination through the media; presenting information orally in news briefings and meetings with community groups; and establishing and maintaining effective working relationships with media representatives and individuals and groups from the community.

KSAs not used. Applicants will be rated against the Resumix Job Search Criteria which is chosen by the selecting official.

NOTE: Applicants must include the following in the content of their resumes: Professional registration/licenses if applicable; relevant training and awards history; updated home, business e-mail addresses and phone numbers. Applicants must fax a copy of their most recent performance rating and latest SF-50, Notification of Personnel Action, to (410) 962-3660, ATTN: Ms. Angela Moore, Public Affairs Office.

THIS IS A CAREER PROGRAM POSITION.

GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.

Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Other Information:

- Permanent Change of Station (PCS) expenses will be authorized.
- Temporary Duty (TDY) travel is 15 percent.

Other Requirements:

- Personnel security investigation required.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

HOW TO APPLY:

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

RESUME:

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit>

NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

SELF NOMINATION:

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board

<http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site (<http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

Point of Contact:

Karen Lynch, Northeast CPOC, (410) 306-1213

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.