



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF ADVISORY NEIGHBORHOOD COMMISSIONS**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: DX-19-01	POSITION TITLE: Program Specialist
POSITION GRADE: CS-12	SALARY RANGE: \$73,906 - \$83,078
OPENING DATE: October 3, 2019	CLOSING DATE: November 4, 2019
NO. OF VACANCIES: One (1)	TOUR OF DUTY: 9:00 a.m. – 6:00 p.m.
TYPE OF APPOINTMENT: Career Service	DURATION OF APPOINTMENT: Permanent (one year probationary period)
AREA OF CONSIDERATION: Open to the public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

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

DUTIES IN BRIEF: The primary purpose of the position is to provide program support to a variety of technical, administrative and analytical functions that are the responsibility of the OANC. These may include assisting in the design and implementation of new programming and services to aid Commissioners to better serve District residents, training sessions for ANC Commissioners and for ANC liaisons in other government agencies, facilitating briefings on pending legislation, alerting Commissioners to judicial or administrative decisions impacting ANCs, and aiding in increasing public awareness of ANCs.

The incumbent may respond to a variety of inquiries requiring technical knowledge and refers other inquires to appropriate OANC staff or to other offices, as required. Personally handles many requests for information and resolves or assists in resolving a variety of questions that may arise. Researches information and provides supportive materials required to provide a proper reply to inquiries.

Provides timely, accurate, and current information to the ANCs and other appropriate officials concerning required reporting requirements. May be asked to coordinate the submission of a variety of reports and data (i.e., progress, status and fiscal reports) to ensure fulfillment of established program requirements.

Provides guidance and recommendations relative to procedural and policy requisites, and other necessary matters, to fulfill any regulatory reporting requirements for the ANCs and the OANC.

QUALIFICATIONS:

This position requires comprehensive knowledge of the responsibilities, functions, processes, challenges, and resources of Advisory Neighborhood Commissions and Commissioners as may be acquired as an Advisory Neighborhood Commissioner, ANC committee member, staff person or volunteer, or as a DC government ANC liaison or similar position.

RANKING FACTORS:

Ranking Factor #1: Direct knowledge of Advisory Neighborhood Commissions, e.g. as a Commissioner, ANC staff person, ANC committee member, or DC government employee involved with ANCs.

Ranking Factor #2: Demonstrated proficiency in using common business applications including; Microsoft Word, Excel, Outlook, and a graphics programs such as GIMP or Photoshop Elements.

Ranking Factor #3: Expertise in writing memoranda, reports, letters, and other documents.

Ranking Factor #4: Outstanding ability to communicate information in person to small and large groups and as well as through the use of social media.

RESIDENCY PREFERENCE:

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

Displaced Employee Priority Placement: Eligible persons for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS:

Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

HOW TO APPLY: All applicants must submit a cover letter and resume. Applications will **not** be returned. APPLICANTS WILL ONLY BE NOTIFIED IF AN INTERVIEW IS GRANTED. **Note: It is imperative that all information on the resume be both accurate and truthful and subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position. The individual selected to fill this position will, as a condition of employment, be required to complete a criminal background check. Employment is subject to satisfactory findings.**

Email: jobs@dccouncil.us

Fax: 202-724-8168

Mail: Council of the District of Columbia
Human Resources Division

**1350 Pennsylvania Avenue, NW Suite G3
Washington, DC 20004**

DRUG-FREE WORKPLACE: 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/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.

EEO Statement: The District of Columbia government is an equal opportunity employer.
Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with 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, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, 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.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE COUNCIL'S HUMAN RESOURCES DIVISION
Council of the District of Columbia