

Message

From: Wheeler, Andrew [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=17A1669EF5B54FBA8CB457845308787E-WHEELER, AN]
Sent: 6/21/2018 3:12:42 PM
To: **Ex. 6 Personal Privacy (PP)**
Subject: FW: EXTENDED DETAIL OPPORTUNITY IN THE IMMEDIATE OFFICE OF THE ADMINISTRATOR - Program Assistant, GS-13

From: Wooden-Aguilar, Helena
Sent: Thursday, June 21, 2018 10:42 AM
To: Wheeler, Andrew <wheeler.andrew@epa.gov>
Cc: Molina, Michael <molina.michael@epa.gov>
Subject: FW: EXTENDED DETAIL OPPORTUNITY IN THE IMMEDIATE OFFICE OF THE ADMINISTRATOR - Program Assistant, GS-13

Andrew- the link to the job is Link:

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and the actual announcement is below.

Let me know if you need anything else.

Helena

From: Abate, Hana
Sent: Thursday, June 21, 2018 10:39 AM
To: Wooden-Aguilar, Helena <Wooden-Aguilar.Helena@epa.gov>
Subject: RE: EXTENDED DETAIL OPPORTUNITY IN THE IMMEDIATE OFFICE OF THE ADMINISTRATOR - Program Assistant, GS-13

Title	Program Specialist to the Deputy Administrator, GS-13
Position Status	Active
Office/Region	AO
Office/Division/Branch/Section	Office of the Administrator
Major Duties	The Immediate Office of the Deputy Administrator is seeking a highly qualified, proactive team player to serve as a Program Specialist. The incumbent will work closely with the Deputy Administrator and his team. The work requires good judgment to operate successfully. The incumbent will be responsible for a variety of daily and ongoing tasks that involves tracking, monitoring, and reporting the status of activities. The incumbent will be expected to perform tasks independently, and in conjunction with others. In this role, the incumbent will manage complex executive scheduling; preparing briefing materials; support meeting logistics; manage travel activities and support for special projects. Professional demeanor, stellar communication skills,

coordination, flexibility/adaptability, dedication and teamwork skills are a must.

This position is an ideal opportunity for an individual who would like to gain or broaden their experience in a highly visible and fast-paced environment. The individual plays a key role on the team and will be exposed to all facets of the organization's management as well as with other senior officials and executive personnel at both at EPA, across the Federal Government and with the private sector. This position offers the ability to strengthen your business acumen within a cross-functional environment of the AO.

Objectives

The successful candidate will assist the Deputy Administrator and triage the multitude of pressing issues as they arise. Specifically:

- Coordinate events, meetings, and presentations for the Senior Leaders.
- Communicate directly with AO/senior managers to monitor the status of priority actions and ensure that the Deputy Administrator is kept apprised of issues of concern.
- Keep abreast of important developments affecting management activities to provide sound advice, analysis, and support to AO managers on high profile, time sensitive issues.
- Manage effective coordination on special projects for the Deputy Administrator working with senior officials.

Number of Vacancies	1
Published	6/13/2018
Appointment Type	Competitive Service
Series	0301; 0343
Work Types	Administrative; Communications; Generalist; Information Technology; Other
Pay Grade	GS 13/13
PayGradeMax	13
PayGradeMin	13
Temporary Promotion	No
Application Deadline	6/29/2018
Proposed Start Date	7/13/2018
Duration	120 days
Possible Extension	Yes
Duty Station	Washington, DC
Eligibility	All HQ; AO
Required Skills	Interpersonal Skills; Oral Communication; Project Management; Problem Solving; Written Communication;
Optional Skills	
Required Proficiencies	<ul style="list-style-type: none">• Outstanding customer service• Highly proficient with Microsoft Office including Outlook, Word, PowerPoint, and Excel; knowledge of SharePoint preferred• Exceptional organizational skills and attention to detail• Ability to build relationships and work effectively and collaboratively with individuals at all levels

- Ability to balance competing priorities and meet deadlines
- Ability to learn new issues and projects quickly
- Skill in compiling, analyzing information
- Ability to recognize emerging issues and respond quickly to resolve
- Advanced Scheduling Skills
- Travel Management

Require Resume?
 Info Needed to Apply

Yes
 Please submit a resume and a one-page statement of interest that briefly describes why you're interested in this position and, if selected, what you can contribute to this detail, specifically related to the skills and proficiencies listed above. Please ensure that your resume shows your current title, series, grade, work phone number and the name and phone number of your immediate supervisor. All information should be submitted through Talent Hub.

Who is paying for this position?
 Non-Local Candidates Considered?
 Temp Relocation Expenses Paid
 Hiring Manager
 Announcement Point of Contact

Gaining Office
 No
 No
Wheeler, Andrew
Maier, Karen

On Jun 20, 2018, at 4:32 PM, Abate, Hana <abate.hana@epa.gov> wrote:

Opportunity Type: Full Time Detail/Temporary Promotion
 Title: Program Specialist to the Deputy Administrator, GS-13
 Link:

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