



Smithsonian Institution

Office of Human Resources

**ANNOUNCEMENT # EX-17-99
TRUST POSITION**

OPENING DATE: Friday, January 6, 2017
CLOSING DATE: Friday, January 20, 2017

POSITION	Deputy Chief of Staff, IS-0301-14
ORGANIZATION	Office of the Regents
SALARY	\$112,021 - \$145,629 per year
LOCATION	Washington, D.C.
WHO MAY APPLY	Open to all candidates eligible to work in the U.S.

The Smithsonian Institution stands alone in its capacity to tell America's story, inspire lifelong learning, spark discovery and reach people everywhere. Known as the world's largest museum and research organization with 19 museums and galleries, nine research centers and the National Zoo, the Smithsonian is alive with activity serving over 30 million visitors and 100 million web visits each year. The Smithsonian has facilities in seven states, the District of Columbia and the Republic of Panama supported by 6,000 employees and 6,500 volunteers.

When the Smithsonian was created by the US Congress in 1846 as "an establishment for the increase and diffusion of knowledge," Congress vested responsibility for administration in a Board of Regents. That Board consists of the Chief Justice of the United States, the Vice President of the United States, three members of the United States Senate, three members of the United States House of Representatives, and nine citizens.

The incumbent of this position serves as the Deputy Chief of Staff in the Office of the Regents, reporting to the Chief of Staff to the Regents who reports directly to the Board of Regents, Smithsonian Institution. The incumbent assists the Chief of Staff by providing senior-staff support to the Board of Regents; facilitating communication with key Smithsonian leadership; advising the Chief of Staff and the Regents on policies, programs, directives, and activities; analyzing administrative policies and issues; and managing the Office of the Regents. The incumbent is expected to exercise a high degree of initiative, tact, discretion, and judgment in all work assignments.

DUTIES AND RESPONSIBILITIES:

Provides high-level advice and policy recommendations to the Chief of Staff on a wide variety of programs, issues, and initiatives requiring Regents' attention or decision. Reviews and analyzes proposals, inquiries, recommendations, and other communications forwarded to the Chief of Staff, and solicits comments on materials generated by the Office of the Regents. Prepares a variety of briefings, reports, information papers, decision papers, and other materials.

Assists with research, development, and organization of Smithsonian Institution (SI) programs and projects as assigned by the Chief of Staff, including seeking out information from a variety of internal and external sources, identifying potential issues, collecting applicable reference materials, and making appropriate contacts to secure information needed for action and/or decision by the Chief of Staff.

Manages the day-to-day operations of the Office of the Regents. Serves as an authority in areas of administration, budget, personnel, and in the efficient application and use of available resources. Acts as liaison between Office of the Regents and SI administrative offices, such as the Office of Human Resources, the Office of Planning Management and Budget, the Office of Contracting, and the Office of the Comptroller.

Plans, formulates, justifies, and executes the budget for the Office of the Regents. Assembles the information necessary to plan apportionment of funds. Monitors execution of procurement activities and expenditure plans. Serves as primary procurement official in approving purchase orders, requisitions, travel, and other financial documents. Meets with the Chief of Staff regularly to review status of funds available, making recommendations for adjustments and reprogramming, when necessary.

SUPERVISORY DUTIES

Supervises two support staff members (Scheduler & Project Coordinator and Senior Researcher & Writer) in the Office of the Regents. Provides direction, assigns duties, sets schedules and deadlines, and monitors progress to ensure quality of work product and timely completion of work.

Follows Smithsonian policies and procedures, recommends appropriate personnel actions for staff (i.e., promotions, merit-step increases, cash and time-off awards). Takes corrective action when performance is unsatisfactory and, if necessary, follows appropriate Smithsonian regulations for terminating employees.

Evaluates employee performance and prepares annual appraisals in accordance with Office of Human Resources policy. Applies the Institution's EEO diversity policies and goals to all aspects of human resource management.

Performs other duties as assigned.

QUALIFICATIONS:

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Your resume must demonstrate a least one year of specialized experience equivalent to at least the GS-13 level in the Federal Service or comparable system.

For this position, specialized experience is defined as: demonstrated experience working with governance boards or senior executives in academic, governmental, legal, or business settings; creating presentations, decision papers, briefings, reports, or correspondence for governance boards or senior executives.

An advance or legal degree is preferred but not required.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Part-time and/or unpaid experience related to this position will be considered to determine the total number of years and months of experience. Be sure to note the number of paid or unpaid hours worked each week.

HOW YOU WILL BE EVALUATED:

Your application will be evaluated first for the basic qualifications described above. The applicants that meet the basic qualifications will be evaluated further against the following criteria:

1. Ability to communicate sufficiently in writing to draft a wide variety of documents, briefings, policy development and reports.
2. Ability to research policies, analyze, and synthesize information from a variety of sources and provide policy interpretation.
3. Ability to direct the work of others and provide leadership.
4. Ability to sufficiently communicate orally to respond to high-level inquiries and effectively articulate goals with all levels of Smithsonian management and staff.
5. Skill in budget formulation, execution, and financial reporting requirements.
6. Knowledge of the principles, practices and policies of financial management, property control, and procurement.

HOW TO APPLY:

Your application package must include a resume, cover letter, and writing sample. Applications must be received by the closing date.

E-mail your application package to: ExecutiveResources@si.edu. Please include the announcement number “EX-17-99” in the subject line of your e-mail.

For questions concerning this vacancy, contact: Suleyka Lozins at LozinsS@si.edu or (202) 633-6334.

Relocation expenses will not be paid.

The individual selected for this position is subject to a **background investigation**.

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 (voice) or (202) 633-6409 (TTY).