

JOB TITLE: REGIONAL DISPATCH CENTER MANAGER

DEPARTMENT: Department of the Navy

AGENCY: Commander, Navy Installations

JOB ANNOUNCEMENT NUMBER: TBD

SALARY RANGE: \$92,588.00 to \$120,365.00 / Per Year

OPEN PERIOD: TBD

SERVICE TYPE: Competitive

SERIES & GRADE: GS-0301-13

WORK SCHEDULE: Full-Time

APPOINTMENT TYPE: Permanent

PROMOTION POTENTIAL: None

DUTY LOCATIONS:

1 vacancy - Naval Base, Norfolk, Virginia

TELEWORK ELIGIBLE: No

HIRING PATHS: TBD

SECURITY CLEARANCE: Secret

POSITION SENSITIVITY AND RISK: None

DRUG TEST REQUIRED: No

SUPERVISORY STATUS: Yes

TRAVEL REQUIRED: Occasional travel, You may be expected to travel for this position.

MARKETING MESSAGE:

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses-the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite!

MARKETING LINK:

<http://www.secnave.navy.mil/donhr/Pages/Default.aspx>

BENEFITS LINK:

<http://www.secnave.navy.mil/donhr/Benefits/Pages/Default.aspx>

SUMMARY:

You will serve as a REGIONAL DISPATCH CENTER MANAGER in the Emergency Management Program of COMNAVREG MIDLANT NORFOLK.

RESPONSIBILITIES:

- You will develop long range plans (e.g., future staffing requirements, system requirements, integrating other organizations) for regional dispatch center coverage.
- You will plan, manage, and execute a regional dispatch center budget.
- You will monitor workforce performance to identify training and development needs for employees.
- You will establish a regional dispatch program in accordance all Federal, Department of Defense (DOD), and Department of Navy (DON) dispatching policies and procedures.

CONDITIONS OF EMPLOYMENT:

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- New employees to the Department of the Navy will be required to successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/.
- Generally, current federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. Time-in-grade requirements must be met by the closing date of this announcement.
- Within the Department of Defense (DoD), the appointment of retired military members within 180 days immediately following retirement date to a civilian position is subject to the provisions of 5 United States Code 3326.
- You will be required to obtain and maintain an interim and/or final Secret security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal
- This is a Mission Essential position. You will be required to ensure organization or facility continuity of operations and/or completion of tasks that are considered essential to the mission designated by a local or command decision.

QUALIFICATIONS:

Your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-12 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must

demonstrate the following: 1) Exercise supervisory authorities (selections, assignments, training, promotions, details, discipline, awards) in compliance with EEO and Affirmative Action programs; 2) Applies emergency management standards to administer a dispatch center in accordance with command and federal rules and regulations; 3) Develops long range plans to ensure adequate staffing, training, and resources are available to implement effective solutions; 4) Analyzes dispatching procedures and plans to train staff and/or recommend improvements. Additional qualification information can be found from the following Office of Personnel Management web site:

<http://www.opm.gov/qualifications/Standards/group-stds/gs-admin.asp>. Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (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.

Additional vacancies may be filled by this announcement. A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments. Recruitment incentives may be authorized to eligible new hires. A relocation incentive is generally a single payment intended to offset some of the relocation costs experienced by the selectee. A relocation incentive may be authorized. PCS is not authorized. If you are unable to apply online and request information about the Alternate Application process, please contact the Department of Navy's Employment Information Center. Federal annuitant information: The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at: <http://www.secnav.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf>

HOW YOU WILL BE EVALUATED:

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 is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience. When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume along with your supporting documentation to determine your ability to demonstrate the following competencies:

- EMERGENCY DISPATCH OPERATIONS

- PERSONNEL MANAGEMENT

- MANAGING HUMAN RESOURCES

- RULEMAKING AND REGULATION

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation. If after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment. All eligibility, qualifications, and time-in-grade requirements must be met by the closing date of this announcement.

AGENCY INFORMATION:

COMNAVREG MIDLANT NORFOLK 1510 Gilbert Street Norfolk , VA 23511-2734

If interested please email your resume to DIRECTHIREOTHER@navy.mil and clearly mark the subject line as RDC MANAGER – NAVAL STATION NORFOLK.