

Architect of the Capitol
Education Specialist, GS-1701-11

ANNOUNCEMENT NUMBER: BG-2010-059

APPLICATION DEADLINE: 01/28/2010

JOB LOCATION: Washington, Dist of Columbia

WORK SCHEDULE: Full Time

SALARY RANGE: \$62,467.00-\$81,204.00

OPEN DATE: 01/12/2010

TIME LIMIT: Permanent - No time limit
①

WHO MAY APPLY: Anyone may apply
①

NUMBER OF VACANCIES: 1

PROMOTION POTENTIAL: 11

NOTES:

LOCATION: U.S. Botanic Garden, Public Programs Division

THIS POSITION IS BEING FILLED THROUGH AN ON-LINE APPLICATION SYSTEM.

To apply, go to www.aoc.gov or <http://www.avuedigitalservices.com/aoc/applicant.html> (Use all lower case.)

REQUIRED FORMS MUST BE ATTACHED AS TEXT OR IMAGE FILES TO YOUR ONLINE JOB APPLICATION.

FORMS RECEIVED BY FAX, EMAIL OR U.S. POSTAL SERVICE DELIVERY WILL NOT BE ACCEPTED.

If you are unable to apply on-line, contact the employing office for alternate application procedures. Call (202) 226-7000.

THIS ANNOUNCEMENT CLOSING DATE IS 11:59 PM ON THE CLOSING DATE.

This vacancy announcement may be used to fill additional vacancies in any of the jurisdictions of the Architect of the Capitol.

WORK ON WEEKENDS, HOLIDAYS AND EVENINGS IS REQUIRED ON A REGULAR AND RECURRING BASIS.

DUTIES:

The incumbent serves as the primary planner and developer of lectures, thematic tours, conferences and workshops and other formal and informal educational programs for adults and children. Develops and coordinates weekend, evening and holiday programs that provide education, fun and inspiration on the importance of plants.

More specifically, the incumbent accomplishes work related to the conceptualization, design, documentation, and management of development training programs or projects. Designs, documents, and evaluates mission-specific and/or centralized development training programs or projects.

Participates in agency operational or planning meetings, public briefings or other formal or informal settings where the incumbent publicizes educational program accomplishments and solicits resources or other forms of support and cooperation necessary to ensure program success. Assists with the development of strategies for effective communication of program information. Develops exciting and innovative programs and stories on plants, exhibits and the Botanic Garden that are delivered creatively to the visitors on a daily basis.

Advises on and directs education or training programs for both staff and the public. Provides guidance in the design and development of instructional training programs. Develops methods for instructional program improvements or recommends policy revision. Coordinates and trains Public Programs volunteers to become outstanding communicators and educators in providing rich content with creative delivery. Resolves instructional program problems.

Plans and/or supports committees, boards, symposia, or conferences.

Identifies and resolves problems related to agency programs or services.

Prepares and presents a variety of reports, written documents and oral presentations related to work assignments and/or career developmental activities.

SCREEN OUT ELEMENT(S):

Knowledge of basic plant science and standard operating methods regarding plant collection, exhibition and design in a public garden setting.

Knowledge of principles for curriculum development and teaching methods for individuals and groups.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of education and training program principles, practices, techniques and procedures.

Knowledge of technology used for training instruction.

Ability to perform program and project management functions.

Ability to communicate effectively other than in writing.

Ability to communicate in writing.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

BASIC REQUIREMENTS

A. Successful completion of a full four-year course of study in an accredited college or university leading to a bachelor's or higher degree that included or was supplemented by major study in education or in a subject-matter field appropriate to the position.

OR

B. Combination of education and experience----courses equivalent to a major in education, or in a subject-matter field appropriate to the position, plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the four-year course study described in A above.

ADDITIONAL EXPERIENCE AND EDUCATION REQUIREMENTS FOR NON-RESEARCH POSITIONS

In addition to meeting the basic entry qualification requirements, applicants must have had either specialized experience and/or directly related education in the amounts shown below. Education and experience may be combined to meet the total experience requirements.

1. The applicant must have completed three (3) years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree when it provided the applicant with the knowledge, skills, and abilities necessary to do the work of the position.

OR

2. The applicant must have one (1) year of specialized experience equivalent to at least GS-9.

Specialized experience is experience which is in or related to the line of work of the position to be filled and which has equipped the applicant with the specific knowledge, skills, and abilities to successfully perform the duties of the position.

OTHER SIGNIFICANT FACTS:

Applications submitted by any form of mail delivery will not be accepted.

Applicants must submit a complete application package that is received by the closing date of this announcement.

The Office of the Architect of the Capitol is an Equal Opportunity Employer. This Office prohibits discrimination on the basis of race, religion, sex, color, age, national origin, or disability.

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

Moving expenses are not authorized.

Relocation expenses are not authorized.

BENEFITS: A variety of health insurance plans; retirement system with investment options; paid holiday; paid sick and annual (vacation) leave; life insurance; incentive systems; subsidized transportation; training and development opportunities, etc.

The selectee(s) under the vacancy announcement for this position is subject to a criminal record check by the U.S. Capitol Police and satisfactory adjudication to be eligible for employment at the Architect of the Capitol.

Applicants must be U.S. citizens or must be authorized to work in the United States.

Selectee(s) is subject to the completion of a one-year trial/probationary period, regardless of whether or not a trial/probationary period has been completed previously with the Architect of the Capitol or another Federal agency.

Contact Information:
Armetia Mobley
(202) 226-8136
amobley@aoc.gov