Potential Employment Opportunities/Job Summaries

Position Title: Management & Program Assistant
Job Series/Pay Band: FV-0344-D or E

Duties/Responsibilities:

FV-344-D (salary range: $31,339 - $47,008). Performs basic tasks in support of the office's administrative functions under the close direction of a manager or more experienced employee. Applies basic knowledge and limited experience in performing a variety of tasks that support the office's administrative programs, policies, and procedures. Assignments may include: compiling and tracking data; maintaining records; scheduling meetings; receiving visitors; responding to telephone inquiries; typing and reviewing correspondence; and providing standard information on administrative policies. Compiles and consolidates information, and prepares reports for review. Has a limited understanding of how administrative financial, and other business support assignments contribute to the activities of the organizational unit. Applies analytical processes to programs such as space management, travel administration, overtime usage trends, leave usage, etc. to provide reports and data to management for decision making. Assists in preparing administrative directives or revisions needed to implement recommendations. Prepares administrative articles, reports and briefing items. Regularly coordinates with a manager to plan time, prioritize tasks, and use assigned resources. Work is reviewed regularly.

FV-344-E (salary range: $36,051 - $54,077). Incumbent performs work activities in support of an office staff and/or a manager. Typical assignments may include: examining office practices/policies and recommends improvements; serves as a confidant in handling information and documents which flow through the office; maintains manager's appointment calendar; handles incoming correspondence for the manager ensuring he/she is made aware of time sensitive material; exercises a comprehensive knowledge of the manager's policies and views on all significant matter affecting the office; receiving/greeting visitors; processing correspondence; maintaining files and records; disseminating information and instructions; and providing guidance to subordinate clerical personnel. Uses a wide variety of computer programs and software applications, including timekeeping (CASTLE), travel, and learning management systems (eLMS). Utilizes a variety of financial applications as well as Excel to analyze, trouble shoot and resolve administrative support problems. Applies limited experience and detailed knowledge to plan and accomplish assignments tasks. Demonstrates some independence in planning time, but frequently coordinates with a manager to prioritize tasks and use assigned resources.
**Qualifications:**

**FV-D:** At least 6 months of general experience or 1 year of education above high school or equivalent combinations education and experience.

**FV-E:** At least 1 year (52 weeks) of specialized experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position, and that are typically in or related to the duties of this position. To be creditable, the specialized experience must be equivalent to the FG/GS-3 thru 6/FV-D band level.

**Competencies:** Teamwork, Initiative, Communication, Self-Management, Interpersonal Skills, Planning/Organization, Learning, Reading, Decision Making, Reasoning, Technology Application (use of desk top computer, word processing software, etc.), Attention to Detail, Customer Service.

**Position Title:** Supply Technician  
**Job Series/Pay Band:** FV-2005-E  
**Organization:** FAA Logistics Center  
**Salary Range:** $36,051 - $54,077

**Duties/Responsibilities:**

Accomplishes a full range of inventory management support functions/operations for assigned programs and/or projects. Performs general supply/administrative support duties that require basic knowledge of federal regulations procedures. The employee performs work in the management, regulations and control of supply material for establishing proper level and flow of supplies by means or requirement determination.

Participates in the development of the budget estimates and manages material within the authorized funds to acquire/repair assigned items. Determines item quantities for purchase/repair; initiates actions to obtain required quantities, considering available assets projects availability of repairable and recovery factors.

Accomplishes the functions of receiving, storing, and issuing material and/or develops/implements systems and procedures to accomplish or manage such functions for the division. This includes the entry and processing of supply requisitions for non-cataloged requirements, cataloged NSNs and conducting inquires to resolve exception condition in record reflecting item quantity location, condition, and status and determining requisition status in an automated control system. This includes distribution and control of publications associated with establishing stock levels, tech order and supply catalogs, manuals, stock list reports, management publications and other documents that identify items of supply material.

**Qualifications:** At least 1 year (52 weeks) of specialized experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position, and that are typically in or related to the duties of this position. To be creditable, the specialized experience must be equivalent to the FG/GS-3 thru 6/FV-D band level.

**Competencies:** Teamwork, Initiative, Communication, Self-Management, Interpersonal Skills, Planning/Organizing, Learning, Reasoning, Attention to Detail, Mathematical Reasoning, Decision Making, Integrity-Honesty, Research, Analyze/Evaluate Information, Technical Expertise (knowledge of supply support procedures/policies).
**Position Title:** Financial Specialist  
**Job Series/Pay Band:** FV-0501-F  
**Organization:** Enterprise Services Center  
**Salary Range:** $41,236 - $61,853

**Duties/Responsibilities:**

Performs basic (but progressively more difficult) assignments as a Financial Specialist under the close direction of the manager or more experienced professional. Applies basic knowledge in the creation of financial system queries and reports. In conjunction with co-workers, analyzes and briefs on performance indicators for multiple customers. Identifies and coordinates corrective actions to resolve complex mission-related problems. Assists in the planning and preparation of system implementation efforts and provides written responses to advanced-level requests for information. Drafts operational instructions for changes/modifications to current processes or to implement new processes within the organization. Acts as a liaison between the organization and customer management.

**Qualifications:** Three years of general experience (1 year of which was equivalent to a GS-4); or 4-year course of study leading to a bachelor’s degree; or equivalent combination of education/experience.

**Competencies:** Teamwork, Initiative, Communication, Self-Management, Interpersonal Skills, Planning/Organization, Learning, Reasoning, Attention to Detail, Mathematical Reasoning, Decision Making, Integrity-Honesty, Initiative.

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**Position Title:** Logistics Management Specialist (Inventory Management)  
**Job Series/Pay Band:** FV-0346-F  
**Organization:** FAA Logistics Center  
**Salary Range:** $41,236 - $61,853

**Duties/Responsibilities:**

Serves as a Logistics Management Specialist performing basic (but progressively more difficult) assignments under the close direction of the manager or more experienced specialist, team leader or project/program manager. Typically acts as a member of a team for assigned projects/programs within a defined area of responsibility.

Applies basic knowledge applicable to forecasting, monitoring, coordinating and control of assigned inventory items required for the effective and efficient maintenance and operation of the NAS. Monitors supply support effectiveness and resolves problems with assigned items utilizing appropriate regulations and procedures. Identifies and initiates alternate supply support methods which are consistent with program plans and applicable policies. Monitors cost and pricing information and makes adjustments to financial data in accordance with policies and procedures. Manages financial records on assigned items to support the objectives of the organization, compiles financial information for budgeting purposes and performs cost and economic analysis as needed. Plans for the acquisition and maintenance of inventory for assigned items using a variety of methods, techniques and criteria that assures customer requirements will be met timely and with high quality products and service. May assist higher-level personnel in the preparation of contract bid packages by gathering historical information on demand rates, failure rates, or other support requirements.

**Qualifications:** Three years of general experience (1 year of which was equivalent to a GS-4); or 4-year course of study leading to a bachelor’s degree; or equivalent combination of education/experience.

**Competencies:** Teamwork, Initiative, Communication, Self-Management, Interpersonal Skills, Planning/Organizing, Learning, Reasoning, Attention to Detail, Decision Making, Integrity-Honesty, Research, Analyze/Evaluate Information, Technical Expertise (supply chain management – inventory control /acquisition).
Position Title: Civil Engineer  
Series/Pay Band: FV-0810-G  
Organization: Office of Facility Management  
Salary Range: $48,186 - $74,695  

Duties/Responsibilities:

Performs a mixture of basic and routine assignments under the close direction of a manager, project/program manager, team leader or more experienced engineer. Assists other employees or acts as an individual contributor and/or a member of a team. Responsible for engineering support, problem solving, coordination of establishment, modification, and repair activities. Applies basic knowledge of civil engineering principles, theories, and concepts applicable to his/her discipline to accomplish assignments. Typical assignments may include: design work; facility/structural inspections; collecting and analyzing data; performing trend analyses; and engineering testing. Supervisor gives background information and guidance on unusual problems when assigning work. Incumbent is expected to determine the issues involved, conduct the investigation and analysis required to reach solutions and solve problems. Controversial issues are discussed with supervisor.

Qualifications: Degree in Professional Engineering or Combination of college level education and experience.


Position Title: Engineering Technician  
Job Series/Pay Band: FV-0802-H  
Organization: Office of Facility Management  
Salary Range: $58,907 - $91,307  

Duties/Responsibilities:

Prepares plans, drawings and modifies actions for new facilities or existing facilities. Reviews facility drawing to meet specific requirements and conditions pertaining to projects. Exercises technical judgment to make sound design decisions and engineering compromises concerning alternate approaches to engineering projects. Coordinates with other divisions, branches and sections to insure project accuracy. Reviews design changes to assure completeness and to assure that no information conflicts with other portions of the design. Applies experience and detailed technical knowledge of the applicable discipline at the full performance level as well as applicable procedures and policies. Assignments include evaluating and testing of new Computer Aided Engineering and Graphics (CAEG) software applications. This position will also assist the CAEG Manager, engineers, and more experienced technical staff with engineering design and drafting.

Work contributes to the activities of the organizational unit and supports activities that are critical to the safe and continual operation of the NAS, FAA aircraft, and/or FAA academic programs. Contacts are both internal and external. Contacts are made to share information, provide data, furnish technical guidance, and discuss the status of assignments.
Qualifications: At least 1 year (52 weeks) of specialized experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position, and that are typically in or related to the duties of this position. To be creditable, the specialized experience must be equivalent to the FG/GS-10 or 11/FV-G pay band level.


Position Title: Computer Specialist
Series/Pay Band: FV-0334-G
Organization: Enterprise Services Center
Salary Range: $48,186 - $74,695

Duties/Responsibilities:

Performs a mixture of basic and routine (but progressively more difficult) assignments under the close direction of a manager, project/program manager, team leader, or more experienced technical specialist. Typical assignments may include but not limited to the following - computer programming; assisting in defining information technology security requirements; participating in hardware/software development; network configuration/maintenance; data management; troubleshooting systems; participating in the design, development, testing, and implementation of new or modified applications software, web management; and customer support.

Applies basic technical knowledge applicable to his/her discipline and limited experience to accomplish assignments. Regularly refers problems and work issues to a manager, project/program manager, team leader, or more experienced technical specialist when existing guidelines are not available or applicable. Work is reviewed frequently during assignments and at completion for all aspects of quality. Work activities typically support the work of other employees and contribute to activities of the organizational unit. Plans projects, produces quality work products, and reports progress to the manager or team lead. Coordinates with a manager, project/program manager, team leader, or more experienced technical specialist to plan time and use assigned resources to accomplish assignments.

Qualifications: Three years of general experience (1 year of which was equivalent to a GS-4); or 4-year course of study leading to a bachelor’s degree; or equivalent combination of education/experience.

Position Title: Aeronautical Information Specialist  
Series/Grade: FG-1361-5 (target 13)  
Organization: Aeronautical Information Services  
Salary Range: $32,318 - $42,012  

Duties/Responsibilities:

The incumbent serves as a trainee tasks under the close direction of manager, team leader or more experienced specialist. The incumbent will be involved with formal and on-the-job training in the preparation of Aeronautical Information for dissemination in order to gain skills and knowledges for progression to the next grade level.

Typical assignments may include the following: performs information scanning tasks; transcribes aeronautical information forms; transfers electronic files in support of aeronautical information projects; Microsoft Office Support; executes database inquiries through appropriate aeronautical information databases as required; assists in the distribution of publications; completes plotter/printer operations; prepares equipment and supply related acquisition forms/documents; performs files and information storage and maintenance activities; and provides support to higher level specialists.

Qualifications: Education - Undergraduate and Graduate Education: Major study -- navigation, mathematics, physics, astronomy, geography, meteorology, engineering, cartography, or other subjects related to aeronautical or marine navigation and operations. Graduation from the United States Naval, Air Force, Coast Guard, or Merchant Marine academies, or from one of the State maritime academies meets the undergraduate education requirements. Successful completion of a course of flying or air navigation at one of the U.S. Government (Air Force, Navy, etc.) aeronautical or aviation training schools may be credited at the rate of 1 year of full-time training for 9 months of general experience. Any time-equivalent combination of the above.

OR

Experience that demonstrated knowledge of the various types of work in the field of aeronautical or marine operations. General experience in one option, i.e., aeronautical or marine, qualifies for the general experience required in the other option. Examples of qualifying experience include: 1) Civilian or military flying experience as a captain, pilot, co-pilot, navigator, or navigation instructor; 2) A private, commercial, or military pilot's license or rating is required to gain credit for flying experience; 3) Pilot, navigator, or instrument instructor experience that averaged a minimum of 200 hours of flying time each year may be credited on a year-for-year basis up to a maximum of 3 years of general experience; flying time of 600-800 hours; 4) Civilian or military air traffic control experience involving the application of procedures and knowledge of such operations, including shift-type or supervisory responsibilities at a density station, center, or tower; 5) Instructor in navigation (including celestial) or in piloting procedures and techniques at an accredited college or university or U.S. training school, or other comparable experience.

How To Apply Instructions

Please be prepared to submit a resume/application package at this upcoming event. The career fair will be held at the Oklahoma Department of Vocational Rehabilitation Services, Career Planning Center, 5813 South Robinson, Okla. City, OK on August 30, 2016. Please ensure your application package explains how your experience relates to the duties of the position and the desired KSAs/competencies described for each position and includes the required supporting documentation – [copies of official college transcripts (if applicable) and other supporting documents described below].

The application package must include proof of disability documentation that proves they have an intellectual disability, severe disability, or psychiatric disability. **Proof may be requested from a licensed physician, licensed medical professional, licensed vocational rehabilitation professional (state or private) or any federal, state, District of Columbia or US Territory agency that issues or provides disability benefits.** The documentation may be a letter or other documentation (e.g., records, statements or other appropriate information), must be on official stationary/letterhead with an official signature, clearly states that the individual is eligible for appointment under the PWD/PWTD hiring authority as outlined in 5 CFR 213.3102(u) and does not need to detail the specific disability, medical history or need for accommodation.

If you are claiming veterans’ preference, you must submit either a DD Form 214 Certificate of Release or Discharge from Active Duty (Member 4 Copy or equivalent), or a document from the armed forces certifying that within 120 days you are expected to be discharged or released from active duty service under honorable conditions. If you are claiming 10 point preference, you must also submit a completed Standard Form (SF)-15, Application for 10-Point Veteran’s Preference, and supporting documents outlined on the SF-15.

**Veterans’ Disability Status.** Applicants with veterans’ preference of 10% or more disability claiming PWD/PWTD eligibility must also submit the required proof of documentation indicating he/she is a person with an intellectual disability, severe physical disability, or psychiatric disability. (Note: If the letter from the Department of Veterans’ Affairs submitted for veterans’ preference eligibility also states that the applicant is a person with an intellectual disability, severe physical disability, or psychiatric disability, additional proof of disability documentation is not required.)

(Note: Applications will not be accepted from noncitizens; interviews may be conducted; a one-year probationary period may be required; some positions may require security or other clearances, licenses, certificates, etc.; salary ranges include locality pay).

Positions may be filled in multiple organizations that are located at the FAA Mike Monroney Aeronautical Center, 6500 S. MacArthur, Oklahoma City, OK, 73169.

**HR Points of Contact:** Wanda Witten, HR Specialist, AHF-C400 (405) 954-3969, email: Wanda.Witten@faa.gov and/or Scott Wagner, HR Specialist, AHF-C400, (405) 954-7803, email: r.scott.wagner@faa.gov

**The FAA is an Equal Opportunity Employer.** All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis.