



## POSITION

- **GS-0303-05 / 06 / 07 / 08 Office Manager**

\*Grade is dependent on individual qualifications and location assigned. See Duty Locations section below.

## SALARY

- **\$ 39,576.00 (starting low end) to \$54,292.00 (starting high end) per Annum**

\*Salary will be based on the grade appointed to and the locality area assigned. New Hires to the federal government normally start at the lowest rate of the salary range for the grade selected.

## PROGRAM AREA

- **Plant Protection and Quarantine**

## DUTY LOCATIONS

\*Candidates must be within the local commuting area of the location applying to.

- **Edinburg, TX GS-05/06/07**
- **Miami, FL GS-05/06/07**
- **Phoenix, AZ GS-06/07**
- **Starkville, MS GS-06/07**
- **Boise, ID GS-06/07**
- **Madison, WI GS-06/07**
- **Gainesville, FL GS-07/08**

## WORK SCHEDULE

- **Full-Time**

## TYPE OF APPOINTMENT

- **Permanent**

## NUMBER OF VACANCIES

- **7**

## TRAVEL REQUIRED

- **Occasional Travel – Some travel may be necessary for training and work assignments.**

## REQUIREMENTS

- Must be a US Citizen or US National.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Successful completion of one-year trial period or probationary period as applicable.
- Direct Deposit: Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Individuals who were born male after 12/31/1959 must be Selective Service registered or exempt.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>

## WHO MAY APPLY

Non-competitive Hiring Authorities. Veterans – VRA or 30% or More Disabled Veterans, Schedule A (persons with disabilities), Military Spouses, Peace Corps or VISTA Volunteer.

## OVERVIEW

**Animal and Plant Health Inspection Service (APHIS)** is a multi-faceted Agency with a broad mission area that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act and carrying out wildlife damage management activities. These efforts support the overall mission of USDA, which is to protect and promote food, agriculture, natural resources, and related issues.

**Plant Protection and Quarantine (PPQ)** is a program within APHIS which safeguards U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and facilitates the safe trade of agricultural products. Join our team and gain valuable experience working in the field to stop this invasive species from harming our nation's agriculture.

These positions are part of various Units within Plant Protection and Quarantine. The Office Manager is responsible for applying analytical and evaluation methods and techniques to issues concerning the efficiency and effectiveness of program operations, such as budget and fiscal, agreements, travel, payroll, procurement and supply, property, personnel, data processing, records, fleet, mail management and the overall administrative management activities of the office. The incumbent also serves as first point of contact for phone and visitor interaction with stakeholders and cooperators.

These positions are multi grade positions. A candidate will be appointed to the appropriate grade level based on the candidates qualifications. If appointed at a lower grade level, the candidate will have advancement eligibility to the next grade of the position after completing 1 year of satisfactory service.

## DUTIES AND RESPONSIBILITIES

- Serves as the office manager; plans, directs, organizes, coordinates, and performs work in all administrative areas.
- Provides administrative guidance in the development of interagency agreements, grants, and memoranda of understanding (MOU).
- Provides substantive support in the analysis and review of historical data and collects information using cost-benefit analysis techniques to determine new and recurring fiscal needs.
- Prepares monthly budget estimates, salary and benefit reports and spreadsheets to determine whether projected spending patterns are consistent.
- Orders and purchases equipment and supplies for the office.
- Maintains an inventory of property, including but not limited to both accountable and nonaccountable property.
- In conjunction with supervisor, reviews and analyzes staffing requirements based on program needs.

## QUALIFICATION REQUIREMENTS

### For GS-05 Grade Level:

- Must have 1 year of relevant specialized experience in an administrative setting (gained in the public or private sector) equivalent to at least GS-04, **OR**; 4 years education above high school, **OR**; a combination of experience and education.

#### For GS-06 Grade Level:

- Must have 1 year of relevant specialized experience in an administrative setting (gained in the public or private sector) equivalent to at least GS-05. There is no education substitution unless the education is directly related to the work of the position.

#### For GS-07 Grade Level:

- Must have 1 year of relevant specialized experience in an administrative setting (gained in the public or private sector) equivalent to at least GS-06. There is no education substitution unless the education is directly related to the work of the position i.e., 1 year of graduate education in Public Administration, Office Management, or other directly related field.

#### For GS-08 Grade level:

- Must have 1 year of relevant specialized experience in an administrative setting (gained in the public or private sector) equivalent to at least GS-07. There is no education substitution unless the education is directly related to the work of the position i.e., 2 years of graduate education in Public Administration, Office Management, or other directly related field.

### HOW TO APPLY

Applicants are required to submit the following items for consideration [PPQ.Recruitment@usda.gov](mailto:PPQ.Recruitment@usda.gov). **Please list the Position Title in the subject line.**

Applicants are required to submit the following items for consideration.

1. **Resume** that includes: 1) Personal information such as name, address, contact information; 2) Education; 3) Detailed work experience related to this position as described in the major duties including work schedule, hours worked per week, dates of employment; title, series, grade (if applicable); 4) Other qualifications or certifications; and 5) Supervisors name and phone number for each work period listed and whether or not they may be contacted for reference checks.
2. When claiming Veterans' preference, you must submit a **DD214**, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active-duty service under honorable conditions within 120 days after the date the certification is submitted.
3. Disabled Veterans must also submit a **VA Disability Letter** (if applicable) for verification of service-connected disability.
4. Schedule A candidates must include a **Schedule A Letter** for eligible disabled persons. To be eligible for Schedule A, you must provide a proof of a disability letter stating that you have an intellectual disability, severe physical disability, or psychiatric disability. You can get this letter from your doctor, a licensed medical professional, a licensed vocational rehabilitation specialist or any federal, state, or local agency that issues or provides disability benefits. Letter must be on office Letterhead. [Schedule A Template](#).
5. **Military Spouses** must provide a copy of: Spouse ID card, Copy of Active-Duty spouses military orders, and marriage certificate.
6. **Peace Corps or VISTA Volunteers** must provide a copy of their NCE letter.
7. Must submit a copy of **Transcripts if qualifying with education** as listed in qualifications section. Transcripts can be unofficial but, if selected, candidates will be required to submit official transcripts before start date.

[Equal Opportunity \(EEO\) Policy](#)

[Reasonable Accommodation Policy](#)

[Privacy Act](#)