



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

400 Seventh St., S.W.
Washington, D.C. 20590

Dear Colleague:

I am currently recruiting for one of my key senior executive service (SES) positions, the Director, Office of Financial Management in the Office of the Assistant Secretary for Administration. I am looking for an individual with demonstrated ability to lead change through creative financial management program administration and resolve problems which arise between program requirements and customer needs.

As the Director of the Office of Financial Management, the individual will be responsible for program and management activities for all functions within the Office of Financial Management in the Office of the Assistant Secretary for Administration. He or she will provide the planning, budgeting and resource management of the Administrative Working Capital Fund (WCF) services and the appropriated and reimbursable operating funds. The operating budget is in excess of \$300 million and is administered by a multi-functional and multi-disciplined work force of federal and contractor personnel. The Director, Office of Financial Management is the principal advisor to the Assistant Secretary for Administration on all financial initiatives.

The individual filling this position must have excellent executive skills including communication and administration, a strong background in financial management, and a personal determination to meet the challenges of this highly complex operation.

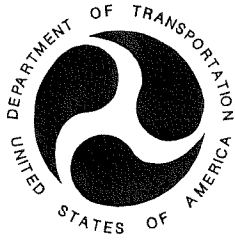
If you are interested and would like to be considered for this challenging position, I urge you to apply under the vacancy announcement which is attached; or if you know of someone who has the leadership qualities and may be interested, please encourage them to apply. The vacancy announcement can also be found on www.usajobs.opm.gov.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Linda J. Washington".

Linda J. Washington
Acting Assistant Secretary for Administration



CAREER OPPORTUNITY
U.S. DEPARTMENT OF TRANSPORTATION
Office of the Secretary

ANNOUNCEMENT NUMBER: OST-06-002-NG

**POSITION TITLE: Director, Office of Financial Management
ES-340 (\$109,808 - \$165,200)**

**POSITION LOCATION: U.S. Department of Transportation
Office of the Secretary
Office of the Assistant Secretary
for Administration
Washington, DC**

AREA OF CONSIDERATION: Open to All Qualified

OPENING DATE: March 31, 2006

CLOSING DATE: May 1, 2006

Due to U.S. mail delays, it is recommended that applicants use a professional delivery service or personally deliver applications to ensure timely receipt.

DOT is an Equal Opportunity Employer

All qualified candidates will be considered regardless of political affiliation, race, color, religion, national origin, sex, 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.

Why Work for Us?

Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of a dedicated workforce who work day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

Summary of Essential Job Functions

The Director, Office of Financial Management, is responsible for program and management activities for all functions within the Office of Financial Management in the Office of the Assistant Secretary for Administration (M-1). The incumbent provides for the planning, budgeting and resource management of the Administrative Working Capital Fund (WCF) services and the appropriated and reimbursable operating funds and oversees the day-to-day financial management of the WCF. The incumbent manages a multi-functional and multi-disciplined work force of federal and contractor personnel and administers an operating budget of over 300 million dollars. The incumbent advises the Assistant Secretary for Administration on all financial initiatives, the annual M-1 WCF and appropriated budgets, and any other matter which could affect the financial resources of M-1. In addition, the Director oversees the Transportation Services division which has responsibility for transit benefits and parking services.

What Are the Qualifications for This Position?

Specialized Experience Required: Applicants must provide detailed evidence that their knowledge, skills, abilities and other personal characteristics meet the managerial and technical requirements listed below and reflect the ability to perform the duties of the position.

A. MANAGERIAL REQUIREMENTS

- 1. Leading Change:** The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity – to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.
- 2. Leading People:** The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
- 3. Results Driven:** Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

4. **Business Acumen:** The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **Building Coalitions/Communications:** The ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

For further explanation and guidance in addressing the five Managerial Requirements listed above, please visit OPM's SES webpage at <http://www.opm.gov/ses/handbook.html>

B. TECHNICAL REQUIREMENTS

1. Knowledge of, and experience in, Federal budgeting, financial concepts, practices and principles, and working capital/revolving funds.
2. Knowledge of, and experience in, transportation services in transit benefits and parking services.
3. Knowledge of, and experience in, oversight of Federal and contractor workforce to ensure achievement of Federal Financial Management Improvement Act goals.

How Will Applicants Be Identified as The Best Qualified?

If you are basically qualified for this job, you will be further evaluated on the quality and extent of your total accomplishments, experience and education related to the managerial and technical requirements.

What Employee Benefits Do We Provide?

The Federal Government offers excellent benefits, **flexible work schedules and family-friendly programs**. You will receive paid annual leave and sick leave. You will be eligible for retirement, health insurance, life insurance and Long Term Care insurance. A brief summary of the Federal benefits for permanent employees can be found at <http://www.usajobs.opm.gov/ei61.asp>.

Before You Go Any Further, Here Are Some Other Things You Need to Know

- The "**Area of Consideration**" section shown on the first page indicates who may apply for this position. For example, if the area is "**Open to all US Citizens**", then anyone who is a US Citizen may apply.
- If you are selected for this position, you may be subject to a determination of your suitability for Federal employment and a background investigation for security clearance.

- Before being hired, you will be required to sign and verify the accuracy of the information in your application if you have not done so using an application form such as the OF 612.
- If you are selected for this position, you will be required to file a financial disclosure statement in accordance with the Ethics in Government Act of 1978.
- The individual selected for this position will be appointed in the SES with the approval of the President.

How To Apply For This Position

- 1) Submit four (4) copies of your current SF-171 (Application for Federal Employment), resume, or an OF-612 (Optional Application for Federal Employment). You may choose which form to submit provided it contains all required information. **Required information** is listed in the section below labeled “Here’s What Your Application Must Contain.”

AND

- 2) Submit four (4) copies of a Qualifications Brief, which is a statement indicating how your experience, education, training, awards, and/or self-development activities meet the qualifications listed above. The Qualifications Brief must cover both the five managerial requirements and each of the technical requirements. Format the brief so that every requirement is individually addressed. It must provide sufficient information including examples of work assignments, projects, etc., to determine whether or not you are qualified for the position. (Note: If you have career status in the SES, have reinstatement eligibility to the SES, or are a certified graduate of an OPM approved Candidate Development Program, your brief should only address the technical requirements.)

Here's What Your Application Must Contain

JOB INFORMATION

- Announcement number and title of the position

PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Federal employees & Reinstatement eligibles (Attach SF-50)
- Highest Federal civilian grade held

EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

Where To Send Your Application

U.S. Department of Transportation
Office of the Secretary (OST)
Employment and Executive Resources, M-15
400 Seventh Street, SW - Room 7411
Washington, DC 20590
ATTN: (OST-06-002-NG)

- **ALL applications must be in our office by 5:00 p.m. Eastern Standard Time on the announcement closing date. Incomplete application packages or applications received after the closing date will not be considered.**

Applications mailed in a Government envelope will not be accepted.

Questions?

Call (202) 366-1778 or TTY (202) 366-7630. Please reference the announcement number so we can help you more efficiently. Outside the Washington, D.C. Metro area, dial 1-800-525-2878.

ALTERNATIVE FORMATS: Should you need a copy of this announcement in an alternative format to accommodate a disability, please contact one of the above numbers.