General Position Information

Job Title: CO020 – Deputy Executive Secretary - GS-15

Salary Range: $142,701 to $170,800

Vacancy Open Period: 08/17/2020 - 09/2/2020

Position Type: Cadre / Detailee

Who May Apply: Internal ODNI / Detailee Candidates

Division: DNI/COO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal cadre candidate to fill a GS-15 cadre position.

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade level advertised or one grade level below may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- **For a cadre assignment:**
  - Current ODNI permanent cadre.

- **For a detailee assignment:**
  - Current Federal Government employees. (Current GS employees at the same grade or one grade level below may apply.)
Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission:

The Office of the Director of National Intelligence (ODNI), Chief Operating Officer (COO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The COO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the COO oversees the internal management of the ODNI.

Major Duties and Responsibilities

- The ODNI Executive Secretariat (ExecSec) office provides comprehensive leadership, implementation, and oversight of executive-level support, correspondence, travel, IC-level governance bodies, and engagements.
- The Deputy Executive Secretary will assist the Executive Secretary with managing high-performing supervisors and their staff to provide exceptional service, superior products, and high-quality standards in a fast paced environment.
- Lead supervisors and staff in the successful planning and resolution of complex support issues; lead staff in planning, developing, and implementing innovative and effective procedures and processes to solve the most complex and difficult problems; lead group problem-solving efforts, and guide others in defining, analyzing, and effectively resolving difficult problems.
- Lead supervisors and staff in performing outreach and collaboration activities by planning and engaging in internal and external information sharing, fostering collaborative relationships with interagency partners, and communicating timely and relevant intelligence information.
- Oversee staff in the development of processes and controls to monitor the dissemination of information, continually improving and maintaining suspense database systems; lead and oversee staff in maintaining and managing records and information in compliance with regulations and sensitive compartmentation.
- Manage miscellaneous projects, as assigned, to support senior-executive requirements.

Mandatory and Educational Requirements

- Expert knowledge of the ODNI, IC agencies’ mission, organization, collection and production responsibilities, as well as ODNI and IC administrative policies, procedures, and authorities.
- Superior organizational, managerial, and leadership skills, including ability to effectively manage the professional development of supervisors and staff employees.
• Superior ability to review and edit complex written products, as well as the ability to brief counterparts and senior officials on those products, answer detailed questions, and provide supporting information.

• Superior analytical, critical thinking and problem solving skills, including the superior ability to interpret complex information from multiple sources.

• Superior ability to coordinate, network, and communicate with credibility across the ODNI, IC and U.S. Government agencies.

• Exceptional oral and written communication skills, including the ability to clearly convey complex information to audiences of all levels, to include senior officials throughout the ODNI, IC, U.S. Government, and the National Security Council.

• Experience working directly for and supporting senior executives.

• Ability to work the hours required to meet mission objectives.

**Desired Requirements**

• Demonstrated knowledge of IC policies and procedures, including information and classification management policies, correspondence standards, protocol, travel, visits, and requirements for handling sensitive information.

• Extensive knowledge of the ODNI and larger IC mission, operations, tradecraft, capabilities, and requirements.

**Key Requirements and How to Apply**

*Internal ODNI Cadre Candidates must submit an application through the classified JobsDNI website.*

For current employees who do not currently have access to internal systems, applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or recruitment_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and MCCREAZ@dni.ic.gov (Zina M.) in lieu of the group address above.

All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

**CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

*Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detaillee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detaillees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.*

Applicants from federal agencies outside the IC must provide:
a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, “Notification of Personnel Action,” to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.

f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI_COO_TM_HR_OPS_TEAM_A_WMA@cia.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both portifa@dni.ic.gov (Faith P.) and mccreaz@dni.ic.gov (Zina M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

**All Applicants:**

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

**What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

**Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

**Other Information**
The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Long-Term Care Insurance: http://www.ltcfeds.com
  If you are transferring from another agency and covered by the
  Civil Service Retirement System (CSRS), you may continue in that system.
- Flexible Spending Accounts for Health Care and Dependent Care: http://www.fsfeds.com/fsafeds/index.asp
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE ‘HOW TO APPLY’ SECTION ABOVE.**