



## **General Position Information**

**Vacancy Open Date:** 03/06/2015

**Vacancy Close Date:** 03/06/2016

**Primary POC:** ODNI Recruitment Team B; Recruitment\_TeamB@dni.gov; 703-275-3811

**Mission Category:** Enterprise Management & Support

**Position Title:** Executive Project Coordinator - 27513

**Position Grade:** GS-14

**Additional Grades Considered:** Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

**Location:** Reston, VA

**Travel Percentage:** 0-25%

**Tour Length:** 24 months

**Reimbursable Position:** Reimbursable

**Security Clearance Required:** TOP SECRET//SCI

**Polygraph Level Required:** CI

## **Duty Description**

### **Component Mission:**

The Inspector General (IG) conducts, supervises, and coordinates inspections, audits, investigations, and reviews relating to the programs and operations over which the DNI has authority and responsibility.

### **Major Duties and Responsibilities:**



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Plan, manage, and coordinate multiple substantive projects for the Office of the Inspector General of the Intelligence Community (IC IG) Senior Executives by reviewing, researching, writing/editing, coordinating, and collaborating on time-sensitive information, correspondence, papers, policy, and briefing materials in response to taskings and action items from internal and external sources.
- Plan, manage, and coordinate strategic and tactical projects, plan and execute action taskings associated with assigned projects, and provide project status and reporting.
- Plan, research, write, and edit talking points, correspondence, executive summaries, communications, presentations, and briefing materials; plan and develop activity reports and summaries and edit and rewrite as necessary.
- Serve as a project leader for creative design teams, define project requirements, develop production timelines, select appropriate formats, research the graphic content, prepare concepts for customer review, produce final artwork, coordinate with stakeholders, ensure quality control, and prepare and deliver digital files for final hard copy or soft copy output.
- Serve as the senior technical/creative resource for assigned team projects, provide alternative approaches and mediums for consideration, review concepts and final artwork, and recommend or incorporate revisions for team projects to ensure adherence to technical production and quality control standards.
- Plan and manage projects, providing technical and creative direction for all aspects of team production activities; design complex publication products such as books, foldouts, newsletters, corporate identity, iconography, etc., as well as three dimensional exhibit and display designs and logos.
- Plan and design complex briefing products, web products, and websites, partnering with clients to ensure inclusion of project requirements; plan and develop original, innovative graphic concepts, formats, templates, and/or standards for product design.
- Plan and develop graphics such as timelines, organization charts, flow diagrams, statistical charts, matrices, schematics, technical drawings, and illustrations as needed for inclusion in print, presentations, or web products.
- Prepare or evaluate appropriate digital file format for final output and send digital product files directly to the customer, to the printing and imaging facility for hard copy product fabrication, or to electronic publishers for online distribution; ensure digital files are archived after project delivery.



- Plan and coordinate the development of complex web content with other technical experts for sophisticated features such as dynamic database design, chat room tools, business-to-business e-commerce functionality, advanced search capabilities, archiving, and java script.
- Develop and mentor project staff and prioritize, delegate, and monitor work assignments.
- Define, clarify, and communicate customers' requirements and strategies and coordinate with customers to plan projects; work closely with customers and planners, assess work order parameters on complex projects, collect information, negotiate production schedules, arrange services, and resolve difficult procedural and production problems that may arise.

## **Minimum Qualifications Required**

- Demonstrated analytical, critical thinking, and problem solving skills, including the demonstrated ability to interpret complex information from multiple sources.
- Extensive knowledge of graphic design and/or web design theory, principles, and practices and of graphic design tools, such as QuarkXpress, Adobe Photoshop, Adobe Illustrator, InDesign, Powerpoint and/or web design tools such as Macromedia Dreamweaver, Fireworks, and Flash.
- Demonstrated ability to utilize innovative and creative problem solving and analytical thinking skills to organize, clarify, and enhance alternative approaches to multimedia production products and develop highly effective graphic design solutions.
- Extensive knowledge of production processes from inception to delivery, project planning and management, graphic content research and development, coordination and collaboration with key stakeholders, standard operating procedures, technical standards and processes, digital file formats, printing and imaging facility capabilities, e-publishing process, and policy.
- Extensive knowledge of a variety of Personal Computers (PCs), Macintosh PCs, Microsoft Operating Systems (Windows NT, Windows XP, Windows Vista, etc.), and of appropriate and efficient file formats and file structure for printing and imaging facility products, for customer applications, electronic dissemination (Hyper Text Markup Language (HTML)), and final archival.



- Extensive knowledge of corporate policies and guidelines for publications and multimedia production as well as the available products and services and the related coordination process and technical specifications for production and delivery.
- Demonstrated ability to work effectively and efficiently within a diverse, creative, and often fast-paced project team environment and to efficiently manage time, technical, and administrative resources.
- Strong interpersonal skills demonstrated by the ability to interact effectively with customers, senior management, technical staff, and project team members; ability to coach and mentor others; thorough knowledge and understanding of organization mission and structure.

## **Conditions**

### **Application Details**

In accordance with ICD 660, this detail qualifies as an IC Civilian Joint Duty Assignment (JDA) and you may apply for Joint Duty credit upon successful completion of the assignment.

This is a 2-year detail assignment, with an option to extend an additional year if all parties agree.

The selected candidate will be detailed to the position at his or her current grade and salary.

This vacancy will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration.

## **Other Comments**

### **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. Due to the large number of applications received, applicants will ONLY be contacted if they have been selected for an interview.

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

**The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities.** If you need reasonable accommodation for any part of the application process,



please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. 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 BELOW.**

## How to Apply

### To Apply to This Position

Employees must obtain permission through written endorsement from your employing IC element. Please contact your agency's Joint Duty Program Office for internal nomination procedures.

If the employing element nominates an employee for the joint duty detail assignment, it will notify that employee and the Joint Duty Program Manager will forward the application package to an appropriate official of the gaining element.

Any application submitted directly by an IC employee to the gaining element will not be considered.

### Application Package

In accordance with ICS 601-01, all elements will accept a JDA application package that includes the items listed below. No additional written application, nomination, or procedural requirements will be imposed. The standard JDA application package includes:

- a. A brief (two-page limit) candidate resume or biographical summary;
- b. A short narrative describing the applicant's qualifications (general and specific) for the joint duty assignment; and
- c. An employing element nomination/endorsement.