



# JOB OPPORTUNITY

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**Announcement Number:** 08-719  
**Position Title:** Printing Officer  
**Series and Grade:** PG-1654-14  
**Salary Range:** \$98,033 - \$127,442 PA  
**Promotion Potential:** None  
**Opening Date:** 12/03/08  
**Closing Date:** 12/16/08  
**Location of Position:** Official Journals of Government  
Congressional Publishing Services  
Washington, DC  
**Number of Openings:** One (1)  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 1  
**Who May Apply:** All U.S Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The incumbent serves as the Assistant Director, Congressional Publishing Services (CPS). Directly supports the Director, CPS and shares in all phases of managing the workload including establishing work priorities, providing technical assistance, formulation of policy, and strategic program planning. The incumbent works independently and acts for the Director in his/her absence. The incumbent is responsible for assisting the Director in the pre-planning and implementation of current and new office policy in various matters such as human capital, information technology and management, customer relations and strategic planning for performance improvement, including process transformation and resolutions to customer-related issues. Oversees and directs the scheduling, tracking, and coordination of a variety of products required by Congress. Ensures the timely delivery of congressional materials to sensitive or high-visibility customers and advises and recommends changes in specifications or copy to congressional staff and advises on matters pertaining to printing and electronic publishing, information dissemination, and compliance with Title 44 U.S.C., the Government Printing and Binding Regulations, and all other applicable laws and regulations. Analyzes requests to improve products or reduce costs. Provides estimates to Member of Congress for Congressional Record copy when approved limits are being exceeded and to congressional staff for other congressional publications, as required. Prepares requisitions for House standing committees and committee prints of bills, reports, and hearings and assists in the promotion and development of congressional capabilities for the electronic transmission of data, including web publishing and other information management initiatives. Resolves production problems and expedites jobs with overnight or tight schedules at GPO's off-site House and Senate Service Centers. Ensures that all schedules are met for committee activities and performs the full range of supervisory and management tasks, including hiring, taking disciplinary actions, performance management, and

developing training plans.

**NOTE 1:** A Security clearance is required for this position. The selectee must be able to obtain and maintain the necessary level of clearance. Failure to do so will result in removal from this position and possibly the agency.

**NOTE 2:** Selectee may be required to serve a one-year probationary period for supervisors as described in GPO Instruction 610.9A.

**QUALIFICATIONS NEEDED:**

Applicant must possess 52 weeks of specialized experience equivalent to the next lower grade level. Examples of specialized experience includes managing a printing & electronic publishing operation through subordinate supervisors, developing strategic and operational plans to adapt to changing technology, and possesses knowledge of Title 44 and printing & electronic publishing processes and terminologies. All qualification and time in grade requirements must be met by the closing date of this announcement.

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Skill in managing/supervising printing/electronic publishing operations.
2. Knowledge of current printing and electronic publishing methodologies, processes, and terminologies.
3. Knowledge of the legislative process and the role GPO plays in that process.
4. Knowledge of Federal and industry standards and best practices of an information management program.
5. Ability to identify, research, and resolve complex problems, develop recommendations, and define critical resources needed to accomplish tasks to meet extreme timeframes required.
6. Ability to establish and maintain productive relationships and provide expert advice on printing/electronic publishing regulations to congressional staff.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3: Current and Former Federal Employees:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Employee Services Center in Room C-106.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. **When only one (1) application is received, it will be considered under merit promotion procedures only.**

**Veterans:** Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. **When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures must submit two separate, complete applications.** For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Send your complete Application Package to:**

Application Processing, STP: HCD

U.S. Government Printing Office

732 N. Capitol Street, NW

Washington, DC 20401

FAX: (202) 512-1292

Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information please contact:**

Lisa Ghebresillassie

HC Operations

Phone: (202) 512-2010 x 31056

TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**