



BROADCASTING BOARD OF GOVERNORS

Agency: Broadcasting Board of Governors

Job Announcement Number:

BBG-09-125

Overview

Supervisory Managing Editor (Online)

SALARY RANGE: \$86,927 - \$113,007 USD per year

OPEN PERIOD: June 26, 2009 thru
July 6, 2009

SERIES & GRADE: GS-1001-13

POSITION INFORMATION: Full Time
Career Conditional

DUTY LOCATIONS: One Position in
Washington, DC

WHO MAY BE CONSIDERED: BBG Wide

JOB SUMMARY: The incumbent serves as Managing Editor for the Latin America Division Spanish Internet News Service, with overall responsibility for planning, directing, and coordinating the development and production of daily broadcast programming for publishing on the Service's Internet web site.

THIS IS A NON-BARGAINING UNIT POSITION

INTRODUCTION TO THE AGENCY

The Voice of America is a component of the Broadcasting Board of Governors. The VOA broadcasts news and information to millions throughout the world in more than 40 languages via radio, television, and the Internet. Our diverse, multicultural and dedicated professional staff correspondent bureaus, transmitting stations, and marketing officers around the world in addition to our main offices in Washington D.C.

The Full Performance Level: GS-13

KEY REQUIREMENTS:

- U.S. Citizenship
- This position has been designated supervisory
- Fluency in English and Spanish is required
- Applicants must achieve time in grade to qualify

MAJOR DUTIES:

The incumbent has full editorial responsibility for directing the development and production of broadcast programming for the Internet. He or she coordinates the work of Internet writers, reporters, and producers involved in the preparation and production of materials for presentation by means of new media broadcasts and takes these products and produces a unified whole for presentation on the Internet.

Has full responsibility for identifying and selecting audio and video scripts and files and for choosing and loading appropriate photos, graphics, audio, video, and streaming content for Internet programming, web publishing, and email services. Exercises sound editorial judgment in producing text and audio and video reports for a fast-paced news website.

The incumbent has first level supervision for a staff of Online editors and reporters who operate various shifts to produce content for the Spanish Service's web operation. Trains and guides other writer/producers in using those techniques; establishes processes and procedures to ensure consistency and quality of operations. Conducts periodic performance reviews with individual members of the staff to set goals within the scope of the work and the organizations goals and objectives.

Edits news copy coming from Internet writers and editors. Checks for substance, accuracy, balance and clear style. Determines and assigns necessary revisions, which may include shortening or expanding a news report or combining multiple reports into a single article in order to meet Spanish web templates; edits material for presentation in print style rather than broadcast style.

Reviews and evaluates news sources and developments to identify items for coverage and updates; adjusts assignments of staff to meet changing circumstances and developments.

Ensures that knowledge of Internet technology and new media techniques remains current, including familiarity with user-centered design, information presentation, and visual design.

Identifies and guides writers in finding appropriate photos, illustrations, audio, video, and internet links to add depth of knowledge to individual reports.

As needs dictate, serves as a news reporter and performs other duties as assigned.

QUALIFICATIONS AND EVALUATION

QUALIFICATIONS REQUIRED

Applicants must meet the following basic requirements: Applicant must have one year of specialized experience equivalent to the GS-12 grade level in federal service.

SPECIALIZED EXPERIENCE: One year of specialized experience equivalent to the next lower grade. Professional knowledge of journalism and experienced in writing, adapting, and editing content in Spanish and English. Such experience must clearly demonstrate ability to use multimedia software systems to produce internet news and information web site.

SCREEN OUT FACTOR(S): Fluent in written and spoken of the Spanish and English languages, with the ability to research, write, and adapt materials in the Spanish and English language.

HOW YOU WILL BE EVALUATED: You will be rated based on your qualifications for this position as evidenced by the education, experience and training you report relative to this position which shows that you possess the knowledge, skills, and abilities required. Paid or unpaid experience will be considered.

DIRECTIONS FOR COMPLETING KSA STATEMENTS: Consider what in your education and experience background best reflects your possession of each knowledge, skills, and ability (KSA). For each KSA, provide a clear, concise statement demonstrating your possession of the KSA as it relates position for which you are applying. Your statements should illustrate the degree to which your background has equipped you with each KSA, reflecting the scope and depth of your knowledge, skills, or ability and your level of responsibility. You may refer to paid or volunteer work, education or training, or any other applicable experience.

KNOWLEDGE, SKILLS AND ABILITY FACTORS: Relative numerical values equate to a total of 30 points.

1. In-depth up-to-date knowledge of Internet and new media production techniques, including familiarity with user-centered design and the presentation of text and visual material and a broad knowledge of complex multi-media software systems related to digital publishing, audio and graphic editing, and Internet development in order to produce state of the art web site content. (6)
2. Thorough knowledge of the principles and methods of journalism, and delivery of international news and information programming in order to plan, manage, and direct newsgathering, program preparation, and production of a Spanish language Internet news and information web site. (6)
3. Knowledge of U.S. policies relating to Latin America, including bilateral and multilateral relations, security, economic programs, environmental protection, and other concerns; thorough understanding of U.S. foreign policies toward Latin American regions targeted by US international broadcasting; knowledge of the history, life styles, and culture of the United States and Latin America; and, knowledge of cultural differences between the U.S. and Latin America. (5)
4. Ability to analyze needs and recommend strategies to advance and/or increase the effectiveness of Latin America Division Internet broadcasting. Ability to apply research data, such as studies, statistical data, and other resources, in order to evaluate current programming and develop and implement short- and long-range plans for new and enhanced programming. (5)
5. Broad knowledge of complex multi-media software systems related to digital publishing, audio and graphic editing, and Internet development in order to produce state of the art web site content. (4)
6. Recommends changes to policies and procedures; hears and resolves employee complaints; prepares mid-year and annual performance reviews; takes appropriate conduct and performance-based action, as necessary; and identifies needs and arranges for staff training. (4)

The submission of statements addressing the Knowledge, Skills, and Abilities (KSAs) listed above is ***highly encouraged*** so as to assure that your relevant experience for the position for which you are

applying is clearly articulated and geared towards each KSA element. KSA statements should be clear, concise examples of your experience that show the depth of your knowledge, level of skill or the degree of your ability related to the individual KSA elements.

If you do not submit KSA statements, your relevant experience will be gleaned from the information affected in your application or resume **only** in order to evaluate your credentials against the KSAs. Please note however, that failure to submit KSA statements may result in lower scores being assigned during the evaluation process, in comparison with other candidates who submit targeted KSA statements.

BENEFITS AND OTHER INFORMATION

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible spending Accounts – The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <http://fsafeds.com/fsafeds/index.asp>

Health Insurance – The Federal Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave – Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance – The Federal Employee's Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://opm.gov/insure/index.asp>

Long Term Care Insurance – The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program – Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefits Plan, and Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

OTHER INFORMATION:

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated 85 or above on the rating criteria for this position. ICTAP eligibles must submit one of **the** following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

2. If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-conditional tenure, or you will not be considered under the merit promotion process. Also, you should submit your most recent performance appraisal.

3. If you are a veteran applying under the Veterans Employment Opportunity Act (VEOA), you must clearly annotate "VEOA" on your resume. If you are filing under the VEOA (Veterans Employment Opportunity Act), you must include a copy of your DD-214 or other proof of eligibility with your application.

If you are still on active duty, you may submit a statement of service from your Personnel Command which states the date you entered active duty, the date you are separating, and the campaign medals you have received. For more information on the VRA, consult the Vets Guide at: <http://www.opm.gov/veterans/html/vetguide.htm>

4. Information on Special Hiring Authority. Individuals who are eligible for consideration under a special hiring authority (e.g., 30% compensable veterans, severely handicapped individuals, former Peace Corps and VISTA Volunteers, etc.) will be accepted and considered non-competitively for this vacancy. Special hiring authority eligibles must indicate on their application if they are applying under a special program and must submit proof of eligibility with their application. Applicants who wish to be considered under an appropriate special hiring authority as well as under the competitive examining process must submit two complete applications. When only one application is received from a special hiring authority eligible, it will be considered under the appropriate special hiring authority only.

Eligibles applying for consideration of noncompetitive appointments under special appointing authorities must clearly make this request on their application and submit the required documentation.

5. If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

6. All qualification requirements must be met by the closing date of this announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at: <http://www.opm.gov/qualifications>.

7. EEO Policy Statement: The Broadcasting Board of Governors does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non merit factor.

8. REASONABLE ACCOMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodations will be on a case-by-case basis.

HOW TO APPLY:

DO NOT ATTACH ANY ADDITIONAL FORMS, WHICH ARE NOT REQUESTED IN THIS ANNOUNCEMENT.

To submit the documents requested, follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF612), or any other written format you choose to describe your job-related qualifications. You may submit your application by fax, mail, hand deliver your documents. Please ensure that your resume contains your full name, address, phone and at least the last four digits of your social security number.

Instructions on submitting resume and supporting documents in hard copy via fax or by mail:

If you fax your documentation you must use a cover page. The information contained on the cover page should match the information you provided to the occupational questionnaire. The Vacancy ID number **BBG-09-125**, your Name, and SSN should be written accurately and neatly. If the information is inaccurate or incomplete it will delay the processing of your application or you may not receive consideration for this position.

Resume and if applicable, any supporting documentation must be received in the Office of Human Resources by 5:00PM on the closing date of the announcement.

Office of Human Resources
330 Independence Avenue, SW
Washington, DC 20237
Attention: Casandra Hall (BBG-09-125)

REQUIRED DOCUMENTS: Failure to submit all required document can result in your application not being considered.

- Resume
- Veterans preference documentation if applicable

WHAT TO EXPECT:

After a review of your complete application is made you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted.

Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, and title and grade(s) of the job you are applying for.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Code) and day and evening phone numbers (with area code)
Social Security Number Country of Citizenship (Most Federal jobs require United States citizenship.) Veterans' preference Reinstatement eligibility (If requested, attach SF 50 proof of your career or career-conditional status.) Highest Federal civilian grade held (Also give job series and dates held.)

EDUCATION

High School
Name, city, and State (ZIP Code if known)
Date of diploma or GED

Colleges or universities

Name, city, and State (ZIP Code if known)
Majors
Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)
Send a copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

Give the following information for your paid and nonpaid work experience related to the job you are applying for. (Do not send job descriptions.)

Job title (include series and grade if Federal job)
Duties and accomplishments
Employer's name and address
Supervisor's name and phone number
Starting and ending dates (month and year)
Hours per week
Salary
Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job-related training courses (title and year)
Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
Job-related certificates and licenses (current only)
Job-related honors, awards and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (Give dates but do not send documents unless requested.)