



DETAIL OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

The Office of Program Management and Office of Railroad Safety (RRS) is soliciting applicants for a 60 day-rotational detail(s)/temporary promotion assignment(s) for eligible candidates to perform as **Supervisory Transportation Specialist (Executive Officer) GS-2101-15**. The rotational detail/temporary promotion assignment is open to **DOT employees** with the applicable skills, experience, and qualifications. If you're interested in the position listed below, please send a copy of your resume and your most recent performance appraisal per the following instructions:

Email: frajobs@dot.gov

Please ensure to include don.parker@dot.gov in the cc of the email.

Please include your first and last name with Executive Officer GS-2101-15 in the subject line of the e-mail. Failure to comply may result in not being considered for the position.

Please e-mail your application no later that 4:45 pm EST by Wednesday, April 17, 2024.

Please contact don.parker@dot.gov if you have any questions regarding the opportunity.

The ideal candidate for this position is a senior level professional who functions independently and demonstrates leadership in team environments and managing people. The ideal candidate also has strong analytical, strategic planning, and communication skills. Additionally, the ideal candidate has experience analyzing programs, presenting recommendations, and supporting the implementation of continuous improvement actions.

Duties:

Serve as the Executive Officer and senior advisor to the Director, Office of Program Management on actions which may be taken to improve program operations that involve all areas under the Director's responsibility. Provide leadership, oversight, and supervision of staff in the planning, development, and management of Office programs.

- Advise internal and external partners, as well as top leadership on issues of developing, communicating, and enhancing the program office. Responsible for the timely submission and accuracy of information requested by the Office Director as well as reports, inquiries from Congress, Office of the Secretary, Office of Management and Budget, etc.
- Compile, analyze, and present pertinent railroad safety information and data for decision making on the administrative and programmatic aspects of the Office's operations and management.
- Conduct special project and initiatives to support the mission of the program office. Exercise significant responsibility over program activities to include performance planning, strategic planning and program planning and development.
- Analyze and provide guidance to staff on existing and proposed transportation and related legislation and regulations, including participation in work groups such as the policy review teams.

Qualifications: Candidates must currently be a GS-14 with at least 52 weeks of experience or current GS-15. Candidate must have at least 52 weeks of experience in the following: Experience with transportation safety program activities, laws, regulations, or standards as a regular and recurring part of your employment. Experience in program or project management techniques to develop, deliver and monitor organizational initiatives or projects. Experience working with senior executives, stakeholders and/or federal, state, and local officials; to provide guidance to, advocate for, and represent an organization. Experience applying organizational requirements in order to effectively lead, motivate, supervise, and manage work teams as a regular and recurring part of your employment.

Interviews may be conducted.