



## PRIVACY AND CIVIL LIBERTIES OVERSIGHT BOARD

WASHINGTON, D.C. 20427

### POSITION DESCRIPTION CHIEF MANAGEMENT OFFICER/ CHIEF FINANCIAL OFFICER 0340 GS-15/1 - 15/6

**JOB TITLE:** Chief Management Officer/Chief Financial Officer

**AGENCY:** Privacy and Civil Liberties Oversight Board ("PCLOB")

**SALARY RANGE:** \$128,082.00 - \$149,432.00

**SERIES/GRADE:** 0340/GS-15/1 - 15/6

**POSITION INFORMATION:** Full-Time – Excepted Service

**DUTY LOCATION:** Washington, DC

**WHO MAY APPLY:** United States Citizens

**SECURITY CLEARANCE:** Top Secret/SCI

**SUPERVISORY STATUS:** Yes

**CLOSING DATE:** April 15, 2016

#### JOB SUMMARY:

The Chief Management Officer ("CMO")/Chief Financial Officer ("CFO") serves as the managerial and administrative arm of the Privacy and Civil Liberties Oversight Board ("PCLOB" or the "Board") and is responsible for synchronizing, integrating, and coordinating business operations. The CMO/CFO serves as the Board's and Executive Director's advisor for all matters relating to management and business operations. The incumbent is also responsible for achieving an effective, responsive and innovative business environment that promotes sustainability, transparency and fiscal responsibility. The CMO/CFO works closely with the Board and Executive Director on strategic planning; overseeing business operations and human resources; developing, seeking approval of, and managing the Board's budget; establishing performance goals and measurements for business functions; and implementing process improvement plans as appropriate.

**\*\*\*Note: The Board is currently located at 2100 K Street, NW, Washington, DC. In the fall of 2016, the Board will be relocating its offices, moving first to interim space located in College Park, Maryland. In 2017, once the Board's new offices are ready, the agency will then move to 1120 Vermont Avenue, NW, Washington, DC. \*\*\***

The CMO/CFO analyzes legislation for any operational and budget impacts to the Board, and develops budget reviews, justification, and performance metrics in support of Congressional reporting requirements. Other responsibilities under the purview of the CMO/CFO include performance management, financial management, resources management, human capital strategy,

acquisition management, and change management. The CMO/CFO manages the Board's efforts to continue establishing its operations as an independent federal agency and to develop and maintain all necessary processes, systems, agreements and relationships to permit the agency to continue operations and improve performance.

#### **POSITION DUTIES:**

1. The CMO/CFO is responsible for handling or overseeing key management functions, including, at a minimum, human capital, financial management, program evaluation, facilities and installations, budget, and acquisition management. The CMO/CFO ensures open communication and carefully planned coordination between the mission and mission-support aspects of the Board, ensuring that the people, processes, and technology are well-aligned in support of the Board's mission. The CMO/CFO will develop processes/policies to address management functions. The incumbent will coordinate, identify, and effectively address crosscutting issues that are fundamental to effectively managing the Board's operations as an independent agency.
2. The CMO/CFO develops, seeks approval of, and manages the Board's budget. Working closely with the Board and Executive Director, the CMO/CFO assesses the Board's financial requirements and outlines the Board's budget needs and priorities in budget documents submitted to the Office of Management and Budget ("OMB") and Congress. The CMO/CFO serves as principal liaison for development of the Board's budget with OMB and with congressional budget monitors. The CMO/CFO also works with the Board's financial services provider to ensure that all bills and expenses are paid and financial obligations are managed appropriately.
3. The CMO/CFO will work with the Board's shared service provider(s) in maintaining an integrated accounting and financial management system; directing, managing, and providing policy guidance; have oversight of all financial management activities and operations; and approving and managing all financial management transactions. The incumbent will direct the planning, implementation, integration, and evaluation of budget and management of major administration programs.
4. The CMO/CFO, in consultation with the Board and Executive Director where appropriate, is responsible for the planning, development, coordination, and implementation of workforce management policies and programs for the Board. The incumbent provides advice and assistance to the Board and Executive Director to ensure that the management of the agency's human resources supports the objectives and priorities of the Board, and makes use of available technologies and proven best practices, and policies. The CMO ensures the effectiveness of the Board's human resource management programs and operations to improve performance, productivity, and efficiency. This includes working with the Executive Director to manage the process for hiring new employees, develop appropriate position descriptions, and ensure timely preparation of performance evaluations. The CMO/CFO directs the formulation of long and short range human resource management and organizational workforce effectiveness plans, programs, policies and initiatives in support of the Board's mission. The CMO/CFO serves as the key advisor to the Board and Executive

Director for all issues related to human resource management.

5. The CMO/CFO, in consultation with the Chairman, Board, and General Counsel where appropriate, is responsible for soliciting, evaluating, negotiating, and awarding contracts with commercial organizations, educational institutions, and State, local governments for furnishing products, services, construction or research and development. The incumbent will administer contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties. The CMO/CFO formulates and administers policies and procedures (as approved by the Board) to ensure achievement of goals.
6. The CMO/CFO develops and implements policies and procedures required to provide administrative and logistical support to the Board and Executive Director. The incumbent formulates the annual budget for operations to include appropriate funding for personnel, supplies, training, and projects. The CMO/CFO serves as the principal administrative and financial advisor to the Board and Executive Director and oversees a variety of administrative work that includes budget, personnel, acquisitions, travel, purchase cards, logistics, finance, space management, conferences and public meetings, human resources, property management, and information technology, and performance management. The CMO/CFO provides quantitative/qualitative analysis and other mixed method analysis on the effectiveness of administrative programs, and establishes goals and objectives based on the Board's priorities. Manages and supervises administrative staff, providing guidance and mentorship in order to ensure employee growth and development in support of the Board's mission.
7. Other duties as assigned.

**TRAVEL REQUIRED:** No.

**RELOCATION AUTHORIZED:** No

**KEY REQUIREMENTS:**

- Resume, references (three to five), and/or supporting documentation; and
- Must have a Top Secret/SCI clearance.

**SUMMARIES OF DUTIES:**

**Programming, Technical Planning, and Management:** Supports the Board's management and decision-making used to allocate resources to the priority mission functions. Provides policy and analysis in support of on-going strategic planning and in the execution of mission requirements.

**Program Oversight:** The CMO/CFO is responsible for the development, assessment, and implementation of PCLOB human resources policies, procedures, and strategies; the coordination, in accordance with Board strategy, of the development and justification of HR requirements and associated resources; and the development and oversight of systems to identify, justify, prioritize,

and control Board requirements. In addition, the incumbent has full responsibility for the allocation of resources, at the Board's direction, relating to available resources and any funding limitations.

**Liaison and Oversight:** The CMO/CFO manages several functions, including, but not limited to, centralized management of administrative support; facilities management; logistics; human resources; financial management; and budget and programming. Acts as an interface and interacts with internal and external to the Board on in support of the Board's projects and programs.

**Business and Financial Management:** Provides comprehensive attention to cost-wise business execution throughout the Board's functions and ensures increased reliance on analysis-based decision processes. Plans, develops and executes agency-wide business and financial management policies, processes and responsibilities within designated functional areas.

**Supervisory and Equal Employment Opportunity:** The CMO/CFO directly supervises a staff, and provides guidance and oversight for business processes, providing Board direction, and managing Board expectations.

#### **GENERAL - SPECIALIZED EXPERIENCE:**

1. Demonstrated broad knowledge of strategic planning, business planning, program management, and human resources and Employee Equal Opportunity ("EEO") management principles.
2. Demonstrated expertise in the management and leadership with a demonstrated track record of positive results.
3. Demonstrated ability to formulate operating plans, programming, budgeting, and the execution of resources.

#### **QUALIFICATIONS REQUIRED:**

In order to receive consideration the applicant must have a current active Top Secret/SCI clearance.

Specialized experience providing the particular knowledge, skills, and abilities to perform successfully the duties of the position, and related experience to the work of the position.

#### **PREFERRED QUALIFICATIONS:**

1. Have conducted analysis/studies involving management policies, practices, and procedures.
2. Have developed new/innovative ways to measure program accomplishments, results, and effectiveness.
3. Have provided advice and assistance to senior officials.
4. Have provided decision support to senior officials and/or participated in decision-making forums.

#### **HOW TO APPLY INSTRUCTIONS:**

Your application must be received by 11:59 p.m. ET on the closing date of this announcement. To begin your online application, send complete application packages to [jobs@pclob.gov](mailto:jobs@pclob.gov). Please see the "Required Documents" section for the full description of a complete application package.

**REQUIRED DOCUMENTS:**

1. **Cover letter**
2. **Your resume.**
3. **Are you qualifying based on education?** You must submit a copy of your college transcript (unofficial is acceptable) or a list of coursework with hours completed.
4. **Writing Sample.** All applicants will be required to submit a recent writing sample (5-15 pages in length) relevant to the position.
5. **References.** All applicants must submit three to five professional references.