



The Office of the District of Columbia Auditor is pleased to announce the following job opening:

Announcement No:	DCA-07-18	Position:	Education Program Specialist
Opening Date:	7/26/18	Closing Date:	Open Until Filled
If "Open until filled", First Screening Date:	8/6/18	Salary Range:	Grade 13 (\$83,481 to \$107,556)
Location:	717 14th Street, NW, Suite 900, Washington, D.C. 20005	Work Schedule:	8:30 AM - 5:00 PM
Promotion Potential:	No	Area of Consideration:	Open to the Public
Type of Appointment:	Career Service (CS) - Term Appointment	No. of vacancies:	1

This position is not in a collective bargaining unit.

All applicants must submit (1) an employment application with responses to the ranking factors and (2) a resume. Resumes submitted without an application will not be considered. Applications submitted without a resume will not be considered.

"Residency Preference Amendment Act of 1988:" AT THE TIME OF APPLICATION, an applicant may claim a hiring preference over a non-resident applicant by completing the "Residency Preference for Employment" form, DC 2000RP, and submitting it with the employment application, Form DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a DC 2000 form at the time of application; and (3) submit proof of bona fide District residency, as required, and maintain such bona fide District residency for a period of seven (7) consecutive years from the date of the appointment or promotion or forfeit the position. The preference will not be granted unless the claim is made at the time of application.

Brief Description of Duties:

This is a minimum 1-year senior position in the Office of the District of Columbia Auditor (ODCA), which is an independent agency that supports the Council of the District of Columbia. ODCA is responsible for monitoring, assessing, and reporting on District of Columbia government operations through the conduct of audits and program evaluations to promote economy and efficiency in the government.

The incumbent serves as an advisor to the D.C. Auditor and directs policy analysis in public PK-12 education including but not limited to development of a Public Education Research-Practice Partnership working with members of the executive and legislative branches of the District government and a wide range of community stakeholders.

The incumbent works under the direction of the Auditor. The successful incumbent will perform a variety of responsible tasks encompassing best-practices research on education public-private partnerships and other education topics, developing a D.C. public education research agenda in concert with policymakers and education community stakeholders, drafting position descriptions for potential additional staff members, developing requests for proposals and managing education research contracts, and developing legislation.

Qualifications/Requirements:

Work is primarily performed in an office setting, although approximately 50 percent of the incumbent's time may be spent off-site in community meetings, interviews, hearings and other settings. Due to the delicate and confidential nature of the assignment, incumbent exercises extreme discretion in discussing information concerning the work of the Office of the District of Columbia Auditor.

Educational Requirements: The incumbent of this position will possess at least an undergraduate degree in education, public policy, public administration, or other related fields; a graduate degree is preferred.

General Experience:

Successful incumbents for the Education Program Specialist position will have the following:

- A minimum of 8 years of experience in increasingly responsible roles in policy analysis and development, education research, teaching and/or school administration, or other relevant professional experience in federal, state or local government;
- Demonstrated experience and skill in providing advice and guidance to resolve and/or manage complex issues;
- Demonstrated ability to work with individuals and organizations across a wide range of political and ideological affiliations;
- Demonstrated ability to effectively assist in developing new or revised practices and/or procedures and develop consensus among persons with diverging views;
- Excellent organization, writing, and communication skills;
- Ability to meet deadlines and work well under pressure. Ability to multi-task and manage multiple projects; and
- Experience in public sector procurement and human resources, managing quantitative research, and developing data management policies and practices are preferred but not required.

Competencies Required:

Personal Accountability. Operates with transparency and integrity. Demonstrates personal responsibility for the completion of work assignments as prescribed. Leverages experience and effective problem solving to overcome hurdles.

Communicates Effectively. Demonstrates openness, candor, and respect, in communicating with colleagues. Presents ideas and information verbally and in writing in a clear, concise, and readily understood manner.

Collaboration. Is open, courteous, and collegial. Solicits and values input and participation from colleagues. Recognizes and believes in the importance of teamwork.

Project Management. Exercises project management and leadership skills to manage projects to produce the highest quality outcomes efficiently and within appropriate time frames.

Ranking Factors:

1. Demonstrated knowledge and experience in public sector procurement and human resources as well as developing data management policies and practices related to public service.
2. Demonstrated skills and ability in managing quantitative research, interpreting, and analyzing legislation, regulations, and agency policies and performance related to complex issues.
3. Demonstrated knowledge and experience in writing and editing requests for proposals.
4. Demonstrated skills and abilities in developing and providing both oral and written communication to senior management and stakeholders.
5. Demonstrated project management skills on a multidisciplinary team to conduct performance audits within appropriate time frames.