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U.S. General Services Administration

Department: **US General Services Administration**

Agency: **Public Buildings Service**

Job Announcement Number:

050042718MP

Vacancy Announcement

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General Services Administration

****PLEASE READ ALL INFORMATION CAREFULLY****

POSITION: Knowledge Media Specialist

ANNOUNCEMENT NUMBER: 050042718MP

SERIES & GRADE: GS-0301-13

SALARY RANGE: 74782 - 97213

PROMOTION POTENTIAL: 13

OPENING DATE: 06/16/2005

CLOSING DATE: 06/30/2005

DUTY LOCATIONS: 1 vacancy Washington DC Metro Area, DC

OFFICE/ORGANIZATION AND DUTY LOCATION FOR THE VACANCY:

Public Buildings Service

Office of Applied Science

Knowledge Systems Division

1800 F Street NW

Washington, DC 20405

Am I eligible to apply for this position?

GSA is accepting applications for this position from candidates, government-wide with Civil Service status, Reinstatement eligibles, persons eligible for non-competitive appointment under Special Authorities, Disabled persons and 30% Disabled Veterans, preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

In addition, CTAP and ICTAP eligibles in the local commuting area may apply.

CONCURRENT DELEGATED EXAMINING ANNOUNCEMENT. This vacancy is also being announced as Vacancy Announcement No. 050042818DE under Delegated Examining procedures. Please review the announcement to see if you are eligible for consideration.

BARGAINING UNIT STATUS: NFFE

Is this a permanent position?

Yes. This is a permanent position, 40 hours a week.

Will GSA pay for me to move?

Yes. Travel, transportation, and relocation expenses are authorized for this position and will be paid by the General Services Administration as allowed by regulation. The person selected will be required to sign a one-year service agreement if relocation is paid.

Why is it great to work for GSA?

GSA secures the buildings, products, technology, and other essentials federal agencies need. Our resource experts secure space, furniture, equipment, computers, and telecommunications systems from federal and commercial sources at best value. We also sell surplus federal property, such as real estate and vehicles, to the public. We develop and implement policies that promote the best management practices government-wide. GSA is also a technology leader; we are the managing partner for five of the 24 White House e-government initiatives. Roughly 14,000 GSA associates support over one million federal workers located in 8,300 government-owned and leased buildings nationwide. For more information about GSA, visit <http://www.gsa.gov>

DUTIES:

Collaborate with TCAM on requirements to store and disseminate data. Advises and consults on Knowledge Media and Business Intelligence with all PBS employees. Facilitate the mechanisms to ensure knowledge flow in the organization, to include technology, business processes and networks of people. Develop requirements for the design of new Knowledge IT Systems. Develop protocols for tools, templates and formats of data collection. Develop processes for collecting data routinely and disseminating to business users. Implements protocols for access, including training. Assists the Knowledge Media Manager in formulating and implementing a strategic plan for the use of knowledge media tools, techniques and practices services for PBS and its customers. Assists in the development of the PBS Data Architecture. Designs and develops Business Intelligence and Knowledge Management IT Systems. Manage the delivery of Knowledge media deliverables and core capabilities; data and knowledge sharing and knowledge architecture. Assists in developing and maintaining effective Knowledge Architecture measures. Assists in defining and implementing processes for managing Knowledge Media requests from all areas of the PBS organization. Develops and maintains relationships with internal and external customers; continuously monitoring and evaluate their requirements.

How do I qualify for this position?

Applicants must demonstrate, in their resume and responses to the vacancy questions that they meet the qualification requirements described below. Applicants must meet all qualification and eligibility requirements for the position advertised within 30 days of the closing date of the announcement.

SPECIALIZED EXPERIENCE:

At least one year of experience that equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of this position. In order to be considered qualified, applicants must demonstrate, in their resume and responses to questions, at least one year of specialized experience equivalent to the GS-12 grade level in the

Federal service. Specialized experience is experience designing and/or developing business intelligence or knowledge management systems; designing and/or developing business strategies; and gathering information from multiple sources using qualitative and quantitative analytical techniques and methods.

How will I be rated for this position?

Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted on-line via GSAJobs. These responses must be substantiated by the resume submitted.

How do I apply for this position?

Please read the ENTIRE vacancy announcement to ensure that you comply with the application procedures. Failure to submit all of the required information will result in an incomplete application and you will not be considered for this vacancy.

You must complete the following steps to apply for this position on-line: (1) Register with General Services Administration's (GSAJobs) on-line application system; (2) answer the vacancy specific questions; and (3) provide the HR Office with the necessary Supplemental Application Material. More information is provided below for all three steps.

1. **REGISTRATION.** Registration involves filling out an Applicant Profile that includes providing personal and work history information including a resume. Resumes may be input directly into the system or they can be copied and pasted into the system from a word processing program. This information is stored in our database so that you can update it as necessary. You can register without actually applying for a job vacancy but you cannot apply for a vacancy unless you have successfully registered including posting a resume. Click below to go the registration page: [Register Here](#)

2. **ANSWER THE VACANCY SPECIFIC QUESTIONS.** Read through the announcement carefully. We recommend that you view the vacancy questions prior to applying. You may also print the questions prior to applying. You will not be able to see the vacancy questions in USAJOBS. The vacancy questions can be found in GSAJobs. Generally, you must respond to all of the vacancy questions before you are able to save your application. Submit the applicable Supplemental Application Material by mail, fax, or in person to the appropriate HR office listed in the announcement. After you have answered the vacancy announcement questions via GSAJobs, you will receive a message stating that your application has been received.

3. **SUBMIT THE APPLICABLE SUPPLEMENTAL APPLICATION MATERIAL:** Submit the required supplemental application material by mail, fax, email, or in person to the appropriate HR office listed in the announcement. A complete listing of the material that must reach the HR office is provided later in this announcement.

APPLICATION DEADLINES (NO EXCEPTIONS):

REGISTRATION DEADLINE: You must complete the entire registration process, including posting the resume in the GSAJobs system, before midnight Eastern Time on the closing date of the announcement. No extensions will be granted. If you fail to complete the registration process, your

application will be rated incomplete and you will not be considered for this vacancy.

VACANCY QUESTIONS DEADLINE: You must answer the vacancy specific questions before midnight Eastern Time on the closing date of the announcement. No extensions will be granted.

SUPPLEMENTAL APPLICATION MATERIAL DEADLINE: All applicable supplemental application material must be received in the appropriate HR Office within 48 hours of the closing date of the vacancy announcement (Saturdays, Sundays, and Holidays not included). Your application will be considered incomplete and you will not be considered for the vacancy if all required information is not received within that 48-hour period. No exceptions.

Please note that if it is not possible for you to apply on line, a representative of the Human Resources Office listed on the announcement will provide assistance to ensure that your application is submitted on-line by the closing date. However, you must contact the Human Resources Office prior to the closing date during business hours (Monday through Friday, 8 a.m. to 4 p.m.) and speak to a Human Resource Specialist who can provide assistance for on-line submission. We recommend that you do not wait until the last day of the vacancy announcement. If the Human Resources Office determines that it is not possible for you to submit an on-line application, you will be given instructions on how to proceed at that time. Paper applications submitted without prior HR approval will be considered as incomplete applications and will not be considered. No exceptions.

What general information do I need to know?

SUPPLEMENTAL APPLICATION MATERIAL (WHAT DOCUMENTS TO FILE DIRECTLY WITH THE HR OFFICE): Read the instructions below, carefully. If you fail to submit the applicable supplemental application material, you will not be considered for this vacancy. The appropriate Human Resources Office must receive Supplemental Application Material within 48 hours of the closing date of the vacancy announcement (not including Saturdays, Sundays, & Holidays). No exceptions.

CTAP/ICTAP Candidates: Applicants claiming either CTAP or ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, their most recent Performance Rating, and their most recent SF-50 indicating current position, grade level, and duty station.

VETERAN'S EMPLOYMENT OPPORTUNITY ACT:

If you are applying as a preference eligible, you **MUST** submit a copy of your DD-214 that shows the type of discharge. If you are claiming veteran's preference based on a compensable, service-connected disability of 10 percent or more, you **MUST** submit a DD-214 (copy must show type of discharge), SF-15, and a letter from the Veterans Administration identifying the percentage of preference. The VA letter needs to have been dated within the past year unless it is dated 1992 or later.

Current Federal employees or applicants applying for reinstatement must submit a copy of their latest SF-50, Notification of Personnel Action to verify status. Typically SF-50s for awards do not contain the information that is needed. GSA associates do not need to submit their SF-50.

All applicants for this vacancy announcement will be sent a system-generated email when the announcement closes, as a reminder that you

have 48 hours to submit supplemental application material. This is a system-generated email and is intended to be a reminder in case you have failed to provide the necessary material.

All supplemental material must be RECEIVED within 48 hours of the closing date of the vacancy. Please mail or fax your supplemental material to:

General Services Administration
Office of Human Resources (CPSS)
1800 F Streets N.W. Room 1125
Washington, DC 20405
Attn: Joyce Folsom Vacancy Announcement No. 050026709MP
Phone: (202) 501-1001 Fax: 202-219-0145

GSA does not accept applications or application materials that are received with Government-paid postage.

What miscellaneous information do I need to know?

DO NOT SEND THE FOLLOWING TYPES OF INFORMATION: Unless the vacancy announcement specifically asks for examples of work products, performance appraisals, samples, pictures, or training certificates, do NOT submit them to the HR Office. They will not be forwarded to the official making the selection for this vacancy.

REASONABLE ACCOMMODATION:

GSA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us immediately. The decision on granting reasonable accommodation will be on a case-by-case basis.

CONDITIONS OF EMPLOYMENT:

Applicants selected for Federal employment may be required to complete a "Declaration of Federal Employment" (OF-306) prior to being appointed to determine their suitability for Federal employment. Failure to answer all questions truthfully and completely or providing false statements on the application may be grounds for not hiring the applicant, for dismissing the applicant after they begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).

Hours of Duty and/or Travel Requirements: GSA offers employees the opportunity to participate in an alternative work schedule program (AWS) for many positions. AWS includes both flexible work schedules and compressed work schedules.

MEDICAL EXAMINATIONS, CLEARANCES AND/OR DRUG TESTING: NONE

BACKGROUND INFORMATION AND/OR SECURITY CLEARANCE REQUIREMENTS:

This position has been designated as a Public Trust Position. The person selected for this vacancy will be required to successfully pass a background investigation prior to starting this job.

TO OBTAIN THE STATUS OF YOUR RESUME, YOU MAY GO THE FOLLOWING LINK AND THEN CLICK ON "CHECK MY STATUS" AND FOLLOW THE INSTRUCTIONS.
<https://jobs.quickhire.com/scripts/gsa.exe>

ALL APPLICANTS FOR FEDERAL EMPLOYMENT RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.



Send Mail

Send Mail to:

US General Services Administration
General Services Administration
Human Resources Division (CPS)
1800 F Street, Rm 1125
Washington, DC 20405



Questions?

For questions about this job:

Denise Parker
Phone: 2025010370
TDD: 2025010545
Internet: denise.parker@gsa.gov

USAJOBS Control Number: 455977

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