



U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

VACANCY ANNOUNCEMENT

POSITION TITLE: **Operations Support Specialist**

VACANCY NUMBER: **003-2021-OSS**

SALARY: **\$49,000 to \$60,000 per year; commensurate with experience**
(Salary level will be competitive with education, position-related experience, and professional accomplishments.)

POSITION INFORMATION: **Administratively Determined, Full-Time, Term-Appointed Position**
(The initial term of appointment is one year and is renewable at the Commission's option. The position is not covered by provisions of 5 USC that apply to Executive Branch employees regarding appointment, termination, competitive service selection, and pay related rules and regulations.)

DUTY LOCATION: Washington, DC

WHO MAY BE CONSIDERED: Open to all qualified U.S. Citizens

SPECIAL REQUIREMENTS: Applicants must be eligible for a public trust position. Upon appointment, the selectee will be required to undergo a background investigation, and during the employment period may also be required to obtain and hold a Federal public trust position up to the Moderate Risk level. An active public trust clearance is not a prerequisite for applying for or initiating employment.

PROMOTION POTENTIAL: Yes

OPEN & CLOSING DATES: Wednesday, May 26, 2021 to Tuesday, June 15, 2021

CONTACT: Email: Opportunities@uscc.gov

ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission (the Commission) was created by the United States Congress in October 2000 with the legislative mandate to monitor, investigate, and submit to Congress an annual report on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China, and to provide recommendations, where appropriate, to Congress for legislative and administrative action.

In accordance with its mandate, the Commission focuses its work and study on the following eleven areas: proliferation practices, economic transfers, energy and natural resources, foreign investment, military and security affairs, cyber activities, economic conditions, foreign affairs, compliance and enforcement, freedom of information, and product safety.

You can review the Commission's mandate in detail at <http://www.uscc.gov/about/uscc-charter>.

MAJOR DUTIES AND RESPONSIBILITIES

Under the direction of the Director of Operations and Administration, the position is responsible for providing support to all current operations of the Commissioners and staff, to include executing day-to-day financial transactions, travel planning and support, procurement and maintaining property and supply inventories, and coordinating IT support and facility maintenance. As part of the Operations and Administration Team, this position also assists and serves as backup to the Administrative Assistant in providing general administrative support. The work requires the ability to:

1. *Financial Transactions (Budget Execution)*

- Perform accounts payable duties, including verifying invoices and funds availability; preparing documents for obligation and payment; and tracking and verifying the status of payments.
- Reconcile monthly purchase and travel card statements.
- Maintain records of obligations and payments in financial management database and assist in reconciling monthly financial reports.
- Prepare monthly status of funds reports, reports of current and historical budget information, and other budget reports as requested.
- Support the development of an annual operating budget and annual budget request and justification.
- Assist with the formulation, evaluation, and implementation of policies and procedures related to financial operations.
- Perform other duties as assigned.

2. *Travel*

- Make travel arrangements for Commissioners, staff, and invitational travelers, including researching and providing information on schedules and fares; preparing cost estimates and travel itineraries; booking and purchasing air and rail tickets; and reserving and prepaying for hotel reservations.
- Prepare travel authorizations, vouchers, and local travel reimbursement claims.
- Prepare and submit passport and visa applications.
- Manage the transit subsidy benefits program.
- Perform other duties as assigned.

3. Procurement

- Perform market research and determine purchasing options that are consistent with Commission policies and procedures.
- Use purchase card for authorized procurements.
- Maintain procurement records and confirm receipt of procured goods and services.
- Draft purchase orders, contract modifications, and other procurement documents, and assist drafting requests for proposals and contracts.
- Monitor procurement expenditures and recommend potential cost saving initiatives.
- Coordinate services from graphic design contractor.
- Manage office subscriptions and services accounts.
- Perform other duties as assigned.

4. IT Support and Facility Management

- Coordinate and assist the IT contractor in providing IT services to Commissioners and staff.
- Serve as the liaison to building management to ensure the maintenance, upkeep, and security requirements of the Commission are met.
- Maintain office equipment and ensure availability of office supplies.
- Maintain inventory of furniture, IT equipment, and software.
- Arrange for the disposition of surplus and obsolete furniture and IT equipment.
- Perform other duties as assigned.

Work is generally performed in an office setting; however, duties sometimes require local messenger services. Staff are currently working in a mix of in-person and remote telework, with an expected return to primarily in-office work as soon as conditions allow. Employee must be able to work in both environments.

Incumbent must be able to lift 20 lbs.

The work schedule for this position is 8:30 a.m. to 5:00 p.m. with occasional early and late hours.

REQUIREMENTS AND QUALIFICATIONS

1. Two or more years of relevant operations support experience.
2. Experience with accounting, budget, or other financial management related functions.
3. Experience providing a high-level of customer service to and coordinating multi-step projects with numerous internal and external stakeholders.
4. Strong written and oral communication skills, to include the ability to draft and edit letters, reports, memoranda, and other official documents, and answer in-person questions.
5. Ability to multi-task and work in a fast-moving environment, setting and meeting deadlines, and adapting to new priorities.
6. Self-starter who has the ability to work independently and as part of a team with a strong attention to detail, excellent organizational and follow through skills, and collegial demeanor.
7. Strong computer skills, to include proven experience using Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. Experience with Adobe Acrobat and Webex is a plus.

HIGHLY DESIRED QUALIFICATIONS:

(Not required, but may be considered in the selection process)

1. Experience making travel arrangements.
2. Experience making purchases with a government- or corporate-issued credit card.
3. Experience in operations and administration support for Congressional, other government, or similar organizations.

HOW TO APPLY

Submit a complete application package containing all of the below required documents **in one PDF file** via email to Opportunities@uscc.gov. **Incomplete application packages or information not received by 5:00 p.m. Eastern Time on the closing date will not be considered.**

1) Cover letter, to include:

- a. Position title
- b. Vacancy number
- c. Brief statement outlining your interest in the Commission and this position and how you heard about this position
- d. Concise, point-by-point responses to **all requirements and qualifications** listed above
- e. Your salary requirements and/or salary history
- f. Name and contact information for two professional references

2) Professional Resume

WHAT TO EXPECT AFTER APPLYING

After submitting your application package you will receive an email confirming receipt of your application materials. Please note this email confirmation is not automated and may take 2–3 days to receive. You will be contacted via email if we wish to schedule an interview or require additional information. Applicants may inquire about the status of their application by sending an email to Opportunities@uscc.gov.

HOW YOU WILL BE EVALUATED

The Commission will conduct internal evaluation based on applicants' cover letter and resume, to include qualifications and relevant experience. The Director of Operations and Administration, Executive Director, and appropriate staff will interview the top candidates. The Chairman and/or Vice Chairman may interview the final candidates. The final hiring decision will be made by the Executive Director.

Interviews will consist of two parts: 1) interviews with the Director of Operations and Administration, Executive Director, and appropriate staff; and 2) a writing test, to include written responses to interview questions and demonstration of drafting and editing skills.

OTHER IMPORTANT INFORMATION

The U.S.-China Economic and Security Review Commission is an EEO employer and does not discriminate against any employee or applicant for employment because of that individual's protected characteristics, including: race, color, religion, sex (including gender identity, gender expression, pregnancy and childbirth), national origin, age, disability, genetic information, marital status, uniformed service, or sexual orientation.

The Commission will provide reasonable accommodation to applicants with disabilities as appropriate. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law as described in 5 USC 3328. If you misrepresent your experience or education, or provide false or fraudulent information, it may be grounds for not hiring you or dismissing you after you start. Making false or fraudulent statements can be punishable by fine or imprisonment.

As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance (multiple carriers & multiple options); life insurance (FEGLI-multiple options); retirement (FERS or CSRS if applicable); and the Thrift Savings Program (TSP-multiple options), the federal government's tax-deferred savings program. Employees accrue and may use annual and sick leave in accord with Commission policies and procedures.

Please send any questions regarding this position or application process to: Opportunities@uscc.gov.