

**Job Title:** County Executive Director  
**Department:** Department Of Agriculture  
**Agency:** Farm Service Agency  
**Sub Agency:** Coos-Carroll County FSA Office  
**Job Announcement Number:** NH110002

**Salary Range:** \$38,117.00 - \$56,411.00 /year

**Series & Grade:** CO-1101-07/11

**Promotion Potential:** 11

**Open Period:** Thursday, January 06, 2011 to Monday, January 31, 2011

**Position Information:** Full-Time Permanent

**Duty Locations:** 1 vacancy - Lancaster, NH

**Who May Be Considered:** Open to all current FSA supervisory or managerial employees, including but not limited to, CED's, FLM's, out of state COT's who have successfully completed the COT program and former CED's or supervisory/managerial FSA GS employees with specialized experience.

**Job Summary:**

This is a non-civil service, full time, permanent position in the Farm service Agency. There is one vacant County Executive Director (CED) position in the Coos-Carroll County Farm Service Agency (FSA) office.

Veteran's preference does not apply.

Relocation expenses are not authorized.

The incumbent is responsible for directing and managing programs, and administrative operations in the county office. Programs include permanent and ad hoc commodity production, commodity/facility loan, conservation, environmental quality, disaster, emergency, and defense programs. The incumbent provides basic farm loan program services and may perform additional farm loan program assignments based on authorities delegated. The work also includes performing office and field activities as needed to accomplish program objectives.

**Major Duties:**

Responsible for directing and managing program and administrative operations of the County FSA Office as required to carry out authorized operations of commodity, price support, conservation, environmental quality, risk management, emergency, defense, farm loan, and related programs. Duties include performing office and field activities as needed to accomplish program objectives. The incumbent is employed by the local County FSA Committee and takes appropriate action to ensure that County FSA Committee policies and objectives are properly communicated to and carried out by subordinate employees, and performing basic farm loan program assignments. Employs, trains, and supervises subordinate County office and Field employees.

**Qualifications:**

These qualifications are in accordance with requirements in handbook 27-PM. Applicants must be U.S. citizens, high school graduates or equivalent, and be at least 18 years of age or 17 years of age for high school graduates. Applicants must demonstrate specialized experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Applicants must demonstrate that they meet the specialized experience described below:

**CO-9: Qualifying Specialized Experience:**

One year of specialized experience equivalent to the CO/GS-7/8 grade levels. Applicants must demonstrate experience in providing program interpretation, and instruction for an agriculture program area or operational phases of farm loan programs. Such work experience included acquiring data and providing information to producers, farm loan borrowers and farming operations; writing summary reports; assisting staff with policy guidance; arranging and scheduling activities of subordinates to complete technical/clerical review.

**CO-11: Qualifying Specialized Experience:**

One year of specialized experience equivalent to the CO/GS-9 grade levels. Applicants must demonstrate experience in independently conducting agricultural operation or in participating in the overall administration of one or more agricultural program areas. Such work experience included actively participating in the development or implementation of local farm program policies; applying knowledge of agricultural principles; making presentations or providing training; planning and organizing work of lower level employees.

You must be a U.S. citizen to qualify for this position.

Selection and retention in this position is contingent on a successfully adjudicated FBI National Criminal history Check (fingerprint check) and a background investigation. Prior to employment, applicable selectee will be required to complete certain paperwork and the information collected on this form is used to determine suitability for employment.

You will be required to sign and certify the accuracy of all information in your application. You must answer all questions truthfully and completely. A false statement on any part of the declaration or other forms may be grounds for not hiring you or for firing you after you begin work.

There is a mandatory 1 year probationary period.

**How You Will Be Evaluated:**

Your rating will be based on an evaluation of your experience, training, awards, performance appraisals and education as it relates to the qualification requirements and on the knowledge, skills and abilities (KSA's) listed below.

You should provide detailed evidence of your possession of the KSA's in your application as well as in your KSA responses with clear, concise examples that include level of accomplishment, and degree of responsibility.

Supplemental KSA statements may not be more than 2 single-spaced pages per KSA. Failure to address any KSA described below will disqualify applicants from receiving further consideration. Please address the following:

1. Knowledge and skills in managing an office comprised of multiple program responsibilities to ensure the effective accomplishment of the program's mission.
2. Ability to plan, work and make decision independently.
3. Knowledge and ability to provide leadership and supervision for a diverse group of employees, evaluate employee performance, evaluate training needs of subordinates and provide employee recognition and supervision.
4. Ability to effectively communicate orally and in writing, prepare reports and correspondence, explain practice standards, agency policies and program rules to staff, partners and clients.
5. Knowledge of Farm Service Agency program, farm practices and customs.

6. Knowledge of Farm Service Agency's Civil Rights/EEO and outreach policies.

**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Alternative work schedule options are available.

You can use Health Care Flexible Spending Accounts for expenses that are tax-deductible, but not reimbursed by any other source, including out-of-pocket expenses and non-covered benefits under their FEHB plans. More Info: <http://www.usajobs.gov/jobextrainfo.asp#FSA>

**Other Information:**

This job is being filled by an alternative hiring process and is not in the competitive civil service.

**How To Apply:**

You must submit your application so that it will be received by the closing date of the announcement.

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following MANDATORY information.

-Application. You must submit an FSA-675 (Application for FSA County Employment). You must include your SSN, your country of citizenship, education, and work experience.

-A copy of your most recent performance appraisal (within 18 months). Candidates who are unable to provide their most recent performance appraisal must provide written justification for its absence.

-Supplemental KSA statements responding to evaluation criteria.

-Current or former employees must submit a copy of their latest Notification of Personnel Action (SF-50) that shows civil service status for Federal employees or shows status for FSA County Committee employees.

Contact Linda L. Grames at [linda.grames@nh.usda.gov](mailto:linda.grames@nh.usda.gov) or by phone at 603-224-7941, if you need to request an application form, (FSA-675). FSA-675 forms may also be obtained from any FSA County office. **The use of U.S. Government envelopes and postage is prohibited.** Applications received in such envelopes will not be considered.

\*Faxed applications and KSA's will be accepted by the closing date only if followed by an original application and KSA's postmarked by the closing date. Employment applications may be mailed through the U.S. postal Service or any commercial or private carrier (i.e. Federal Express, United Parcel Service, etc.). Applications and all required information may be faxed to 603-225-1410.

KSA, FSA-675, SF50

**Contact Information:**

Linda L. Grames  
Phone: 603-224-7941  
Fax: 603-225-1410  
Email: [linda.grames@nh.usda.gov](mailto:linda.grames@nh.usda.gov)

Agency Information:  
USDA/Farm Service Agency  
James C. Cleveland Federal Building  
53 Pleasant Street, Room 1601  
Concord, NH 03301  
US  
Fax: 603-225-1410

**What To Expect Next:**

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. You will be notified of the outcome.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

Control Number: 2140511