



## U.S.-CHINA ECONOMIC AND SECURITY REVIEW COMMISSION

### VACANCY ANNOUNCEMENT

**POSITION TITLE:** Operations Specialist/Operations Coordinator

**VACANCY NUMBER:** 004-2023-OPS

**SALARY:** Operations Specialist: \$55,000 to \$74,000 per year  
Operations Coordinator: \$75,000 to \$94,000 per year

**POSITION INFORMATION:** **Administratively Determined, Full-Time, Term-Appointed Position**  
(The initial term of appointment is one year and is renewable by mutual agreement. 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 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.

**OPEN & CLOSING DATES:** Friday, February 24, 2023 to Sunday, March 26, 2023

**CONTACT:** Email: [Opportunities@uscc.gov](mailto:Opportunities@uscc.gov)

### ABOUT THE COMMISSION

The U.S.-China Economic and Security Review Commission is a Congressional advisory commission mandated to monitor, investigate, and report to Congress on the national security implications of the bilateral trade and economic relationship between the United States and the People's Republic of China. The Commission's full mandate is posted at <https://www.uscc.gov/charter>.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Under the direction of the Director of Operations and Administration, the position is responsible for supporting to all current operations of the Commissioners and staff.

1. Perform accounts payable duties, including verifying invoices and funds availability; preparing documents for obligation and payment by external financial services provider; and tracking and verifying the status of payments.
2. Maintain records of obligations and payments in internal financial management database.
3. Coordinate logistics and arrangements for Commission travel for hearings, briefings, and group travel (domestic and international), to include: cost estimates, flights, hotels, meeting facilities, ground transportation, securing passport and visas, and preparing travel authorizations and vouchers.
4. Perform market research and obtain pricing for proposed purchases and determine purchasing options that are consistent with Commission policies and procedures.
5. Serve as the Commission's primary purchase card holder and use the purchase card for authorized procurements.
6. Assist with preparing contract documents and assist the Contracting Officer's Representative to monitor contract compliance for operations contracts.
7. Manage office subscriptions and services accounts.
8. Coordinate and assist the IT contractor in providing IT services to Commissioners and staff.

### *Operations Coordinator only:*

1. Lead or assist in project management, including: coordinating group travel; procurement; print production of the Commission's Annual Report and other publications; and managing IT equipment and software upgrades, furniture, and other projects.
2. Liaise with external Federal agencies and offices to coordinate services for the Commission.
3. Research new or improved operations practices for application to agency operations. Implement approved changes.
4. Maintain and develop new or modified operations procedures, including recommending revisions to improve consistency or efficiency
5. Assist with budget formulation, justification, and execution.
6. Prepare contract documents and serve as the Contracting Officer's Representative for operations contractors.

Work is generally performed in an office setting; however, duties sometimes require local messenger services.

Incumbent must be able to lift 20 lbs.

## **REQUIREMENTS AND QUALIFICATIONS**

1. Two or more years of relevant operations experience.
2. Experience with accounting, budget, or other financial management functions.
3. Exceptional attention to detail.
4. Collegial demeanor and customer service-focused mindset.
5. Strong oral and written communication skills.
6. Strong organizational skills, with proven ability to prioritize multiple responsibilities and meet established deadlines and commitments.
7. Self-starter who takes initiative to follow up on commitments made and ensure that pending issues are addressed by appropriate personnel.

8. Orientation toward problem solving, teamwork, and accountability.
9. Proficiency with Microsoft Office applications such as Word, Excel, PowerPoint, and Outlook. Experience with Adobe Acrobat Pro and Webex is a plus.

*Operations Coordinator only:*

1. Five or more years of operations management experience.
2. Experience leading or coordinating projects and/or representing your organization in official business relationships with external organizations.

**HIGHLY DESIRED QUALIFICATIONS:**

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

1. Bachelor's degree preferred.
2. Experience in operations and administration support for Congressional, other government, or similar organizations.
3. Experience making travel arrangements. Experience with the Federal Travel Regulation preferred.
4. Experience performing market research and identifying sources of supply for proposed purchases.
5. Experience making purchases with a government- or corporate-issued credit card.
6. Experience resolving or coordinating response to IT support requests.

**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](mailto:Opportunities@uscc.gov). **Incomplete application packages or information not received by 11:59 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. Statement outlining your qualifications and relevant experience for the position
- e. Your salary requirements
- f. Name and contact information for two professional references, one of which must be a current or past supervisor

**2) Resume**

**WHAT TO EXPECT AFTER APPLYING**

After submitting your application package, you will receive an email confirming receipt of your application materials. This email confirmation is not automated and may take 2–3 days to receive. You will be contacted via email if we would like 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](mailto: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. Applications may be evaluated as they are submitted in a rolling interview process. 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 assess applicants' written communication skills.

### **OTHER IMPORTANT INFORMATION**

The U.S.-China Economic and Security Review Commission is an equal employment opportunity 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.

The Commission participates in the E-Verify Program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). If you are hired by the Commission, the Commission will verify with the DHS and the SSA that you are eligible for employment in the United States.

**Benefits.** As federal government employees, Commission employees are eligible to participate in federal employee benefits programs, to include: health insurance; dental and vision insurance; life insurance; and a retirement plan (FERS), including the Thrift Savings Plan (TSP), a 401k-like retirement savings program. Employees accrue and may use annual and sick leave in accordance with Commission policies and procedures. For more information, please visit <https://www.usajobs.gov/Help/working-in-government/benefits/>.