

LOCAL CENSUS OFFICE MANAGER

Manage the Local Census Office activities and operations with the support for the Dallas Regional Census Center to ensure execution of all operational functions, resources and personnel.

ASSISTANT MANAGER FOR FIELD OPERATIONS

Responsible for accomplishing production and quality goals in field operation under their span of control. Supervises 10-15 supervisors and indirectly supervises 400-600 field employees at peak operation. Coordinates staff training, creates work assignments, monitors progress, and reassigns work as needed.

ASSISTANT MANAGER FOR ADMINISTRATION

Manage all personnel, payroll, supply requisitioning, office security and safety, and other administrative activities. Supervises up to 10 clerks and shift supervisor.

ASSISTANT MANAGER FOR RECRUITING:

Manages all recruitment and testing to support field and office operations for the Local Census Office. Trains and supervises field recruiting assistants and several office clerks.

ASSISTANT MANAGER FOR QUALITY ASSURANCE

Advises the Assistant Manager for Field Operations and Local Census Office Manager on compliance with pre-established quality assurance goals and procedures for all field data collection operations. Acts as principal technical advisor on quality assurance aspects of field data collection operation in the Local Census Office.

ASSISTANT MANAGER FOR TECHNOLOGY

Responsible for managing automation functions in the Local Census Office. This job includes troubleshooting duties and evaluating, analyzing, and coordination automation operations to efficiently support Local Census Office functions.

VACANCY APPLICATION CHECK LIST

FOR LOCAL CENSUS OFFICES MANAGEMENT POSITIONS

- Review and Read Complete Vacancy Announcement at: <http://www.census.gov/rodal/www/emply.html>
- Submit a Complete Application. The Complete Application must be Received by the Deadline Date of the Vacancy Announcement.
Complete Application consists of:
 - Resume **OR** Complete form OF-612, Optional Application for Federal Employment (must include vacancy announcement number, location and title of position).
 - Respond to each of the Evaluation Criteria with the Vacancy Announcement.
 - Complete form OF-306, Declaration for Federal Employment.
 - If Claiming Veteran's Preference Provide the Following Documents with your application:
 - If claiming 5 points - must Submit DD-214
 - If claiming 10 points compensable - must Submit DD-214, form SF-15 and the Veteran Administration letter.
- Must Submit One Application for **Each Different Position** Applied.
- Must call 1-866-861-2010 and schedule to take a supervisory test before closing of Vacancy Announcement.

United States®
**Census
2010**

Local Census Office
**MANAGEMENT
POSITIONS**

3 STEPS for a successful
Application

A Guide to applying for a U.S. Census Bureau Position

- 1.** Determine your Qualification Level
- 2.** Submit Required Application Packet Forms
- 3.** Review and Submit Application



3 STEPS for a successful Application

1. DETERMINE YOUR QUALIFICATION LEVEL

- Go to: <http://www.census.gov/rodal/www/employ.html> OR www.usajobs.gov to see a Vacancy Announcement for positions available in the U.S. Census.
- Do you meet the experience for the position which you are applying?
- Did you submit a separate application packet for each position applied? (Six Management Positions)
- Be sure to apply to the **External** job listing if you do not currently work for the Census Bureau.
- Current Census Employees who are on a current appointment are encouraged to apply to the **Internal** job listings.
- Create an application or resume that will best demonstrate your experience related to the job you are applying.

2. SUBMIT REQUIRED APPLICATION PACKET FORMS

1. Complete **Resume** OR Application for **Federal Employment OF-612** (make sure it reflects your experience **RELEVANT** to the position).
2. Complete **Declaration for Federal Employment OF-306** form.
 - You can find these forms at www.opm.gov/forms or at <http://www.census.gov/rodal/www/employ.html>.
3. Respond to each of the **Evaluation Criteria Statement** within the Vacancy Announcement.
 - Questions are located in the Vacancy Announcement.
 - Must answer each evaluation Criteria question. (Use an additional piece of paper if needed).
 - **MUST** be submitted with application for consideration.
4. If Claiming Veteran's Preference:
 - If claiming 5 points – must submit **DD-214**
 - For claiming 10 points compensable– must submit DD-214, form **SF-15** and the Veteran Administration letter.

3. REVIEW AND SUBMIT APPLICATION

- Is the necessary information complete? (*Please refer to the **Vacancy Application Checklist** on the next page.*)
- Did you answer all the questions as listed in the **Evaluation Criteria** for each **separate** position?
- Did you submit a **separate** application packet for each position you would like to be considered?

SUBMIT YOUR APPLICATION BY MAIL

Dallas Regional Census Center
2777 N. Stemmons Fwy, Suite 200
Dallas, Texas 75207
Attn: Brendan P Haymaker
Human Resources Specialist

Application Packet will **NOT** be accepted by Fax or E-mail.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:

Dallas Regional Census Center
Brendan P. Haymaker, Human Resources Specialist
(214) 267-6900
1 (800) 563-6499
brendan.patrick.haymaker@census.gov