

# Superintendent, National Fire Academy

DEPARTMENT OF HOMELAND SECURITY  
[Federal Emergency Management Agency](#)

## Overview

### Open & closing dates

Opening and closing dates 02/13/2020 to 03/13/2020

### Pay scale & grade

ES 00

### Appointment type

Permanent

### Service

Senior Executive

### Salary

\$131,239 to \$197,300 per year

### Work schedule

Full-Time

## Locations

1 vacancy in the following location:

### Emmitsburg, MD

1 vacancy

### Relocation expenses reimbursed

Yes Relocation expenses may be authorized.

### Telework eligible

No

## This job is open to

### [The public](#)

U.S. citizens, nationals or those who owe allegiance to the U.S.

### [Senior executives](#)

Those who meet the five Executive Core Qualifications (ECQs).

## Clarification from the agency

You must complete the application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. This Senior Executive Service job is open to: U.S. Citizens (all qualified U.S. Citizens).

**Announcement number**

FEMA-20-SM-SNFA-SES

**Control number**

559811300

## Duties

### Summary

This is a Senior Executive Service (SES) position located within FEMA United States Fire Administration (USFA). Within the authorities of 15 U.S.C. 2206, National Academy for Fire Prevention and Control (2013) and under the direction of the U.S. Fire Administrator, the Superintendent is authorized to direct the program of the Academy.

View [common definitions \(https://www.dhs.gov/homeland-security-careers/common-terms-announcements\)](https://www.dhs.gov/homeland-security-careers/common-terms-announcements) of terms found in this announcement.

### Responsibilities

In accordance with PL93-498, the Superintendent is responsible for advancing the professional development of fire service personnel and of other persons engaged in fire prevention and control activities. This is accomplished by the development and delivery of an educational program which is offered at a resident campus, through distance learning options, and in the field.

This is accomplished through the various divisions engaged in curriculum development and course evaluation; resident course delivery in the areas of all hazard emergency incident management; emergency organization leadership, management and executive development; related instructor qualifications development; and an outreach delivery program which includes off-site course delivery and advanced educational programs at academic institutions.

As the Superintendent of the National Fire Academy, United States Fire Administration (USFA), you will provide executive management and oversight of the Academy's programs. Specific duties include:

- Providing senior leadership to staff responsible for the establishment, development and delivery of adult educational programs offered by the National Fire Academy at a resident campus, off-site delivery and through distance learning;
- Formulating strategic and operational plans and policies for the USFA and FEMA and implementing them as they apply to the National Fire Academy;
- Directing an extensive outreach program to build and maintaining a strong supportive partnership with National, Federal, State, Tribal and local stakeholders, and;
- Collaborating with State and local government officials and emergency responders in order to ensure relevant, timely, advanced and up-to-date training is developed and delivered through grants and other agreements.

**EMERGENCY ASSIGNMENT:** Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

### Travel Required

Occasional travel - This position may require occasional non-emergency travel.

**Supervisory status**

Yes

**Promotion Potential**

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**Job family (Series)****[1701 General Education And Training](https://www.usajobs.gov/Search/?j=1701)**<https://www.usajobs.gov/Search/?j=1701>

## Requirements

## Conditions Of Employment

- You must be a U.S. citizen to apply for this position.
- File a Public Financial Disclosure (SF-278) within 30 days of appointment.
- If selected, a one-year SES Probationary period may be required.
- Must be able to obtain/maintain a Top Secret security clearance.
- You may be required to undergo periodic drug testing.
- Males born after 12/31/1959 must be register with the Selective Service.

## Qualifications

As a basic requirement for entry into the SES, applicants must provide evidence of progressively responsible leadership experience that is indicative of senior executive level management capability and directly related to the skills and abilities outlined under Technical Qualifications and Executive Core Qualifications listed below. Typically, experience of this nature will have been gained at or above the GS-15 grade level in the federal service or its equivalent in the private sector.

To meet the minimum qualification requirements for this position, you must show in your resume that you possess the five Executive Core Qualifications (ECQs) and the Technical Qualifications (TQs) listed below.

We recommend that your resume emphasize your level of responsibilities, the scope and complexity of the programs managed, and your program accomplishments, including the results of your actions.

The application process used to recruit for this position is **RESUME-ONLY**. Although you should not address the ECQs or TQs separately, evidence of each must be clearly reflected in your resume.

Any information in excess of 5 pages **WILL NOT** be considered.

A sample 5-page resume that incorporates ECQs and TQs can be viewed on this link (indexed at page 29 - 37): [http://www.opm.gov/ses/references/GuidetoSESQuals\\_2012.pdf](http://www.opm.gov/ses/references/GuidetoSESQuals_2012.pdf). ([http://www.opm.gov/ses/references/GuidetoSESQuals\\_2012.pdf](http://www.opm.gov/ses/references/GuidetoSESQuals_2012.pdf))

## TECHNICAL QUALIFICATIONS – MANDATORY

1. Demonstrated executive leadership of training and adult education programs to include program integration into overall management strategy and processes to assess and ensure the training's effectiveness.
2. Demonstrated executive level experience in managing emergency medical services, fire protection, or emergency management training programs in order to advance the professional development of fire service personnel and other persons involved in fire prevention and control activities.
3. Demonstrated executive level experience in developing and managing a national outreach program.

**Applicants currently serving under a career Senior Executive Service (SES) appointment, eligible for reinstatement into SES, or have successfully completed a SES Candidate Development Program (CDP) approved by OPM are not required to address the Executive Core Qualifications (ECQs); but a narrative statement for each of the Technical Qualifications (TQs) is recommended.**

## EXECUTIVE CORE QUALIFICATIONS (ECQs):

**ECQ 1: LEADING CHANGE:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

**ECQ 2: LEADING PEOPLE:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

**ECQ 3: RESULTS DRIVEN:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

**ECQ 4: BUSINESS ACUMEN:** This core qualification involves the ability to manage human, financial, and information resources strategically.

**ECQ 5: BUILDING COALITIONS:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

Additional information on the Executive Core Qualifications is available at <http://www.opm.gov/ses/recruitment/qualify.asp>. (<http://www.opm.gov/ses/recruitment/qualify.asp>)

[//www.opm.gov/ses/recruitment/qualify.asp](https://www.opm.gov/ses/recruitment/qualify.asp)

The following categories of applicants may omit the mandatory Executive Core Qualifications (ECQs), but the Technical Qualifications must be addressed within your Resume:

- Applicants who are currently serving under a SES career appointment (must provide a copy of Standard Form 50--Notification of Personnel Action that documents career appointment to the SES).
- Applicants who are eligible for reinstatement to the SES (must provide a copy of Standard Form 50--Notification of Personnel Action that documents career appointment to the SES).
- Applicants who are graduates of OPM-approved SES Candidate Development Programs (must provide proof of OPM Qualifications Review Board certification).

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant. The best-qualified candidates for this position will be distinguished from other applicants by an evaluation committee to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the mandatory Technical and Executive Core Qualifications, as outlined under Qualifications Criteria, to assist the evaluation committee in determining the best-qualified candidates that will be considered for final selection.

The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees. If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

## Education

There are no educational requirements for this position.

## Additional information

- To ensure the accomplishment of our mission, DHS requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo, successfully pass, and maintain a background investigation for **Top Secret** security clearance as a condition of placement into this position. This may include a credit check after initial job qualifications are determined ([Mythbuster \(https://chcoc.gov/sites/default/files/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies\\_0.pdf\)](https://chcoc.gov/sites/default/files/Mythbuster_on_Federal_Hiring_Policies_0.pdf)), review of financial issues, such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs. *For more information on background investigations for Federal jobs please visit the OPM website at <https://www.opm.gov/investigations/background-investigations/> (<https://www.opm.gov/investigations/background-investigations/>).*
- If you receive a conditional offer of employment for this position, you will be required to complete an [Optional Form 306. Declaration for Federal Employment \(https://www.opm.gov/forms/pdf\\_fill/OF0306.pdf\)](https://www.opm.gov/forms/pdf_fill/OF0306.pdf), and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.
- DHS uses E-verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify \(http://www.uscis.gov/e-verify\)](http://www.uscis.gov/e-verify), including your rights and responsibilities.
- Relocation and recruitment incentives **MAY** be authorized.
- Persons newly appointed to a career SES position are required to serve a one-year probationary period.
- All candidates must be able to deploy with little or no advance notice to anywhere in the United States and its territories for an extended period of time.
- If selected, you will be subject to 24-hour on-call in the event of an emergency. In this event, this service may include duties other than those specified in the official position description. Selectee must be able to relocate to emergency sites with little advance notice and function under intense physical and mental stress.
- If selected for this position, and you have not previously completed these requirements, you **MAY** be subject to (1) completion of a 2 day onboarding program at your primary duty location; and, (2) completion of a subsequent, multiple day orientation program within 90-120 days of hire, at a location to be determined. Travel associated with the **orientation** portion of this requirement may be at FEMA's expense.
- This position has been identified as a Testing Designated Position (TDP) because of its security, public health, and/or public safety sensitivity; if selected, you will be subject to random drug testing under FEMA's Drug-Free Workplace Plan (DWP). Refusal to be tested will result in disciplinary action up to and including removal from federal service.

## How You Will Be Evaluated

You will be evaluated on the quality and extent of your total accomplishments and experience. Your application will be evaluated by an internal Screening panel. Highly qualified candidates may undergo an interview and a reference check. Unless you have already been previously certified by a Qualifications Review Board (QRB), your Executive Core Qualifications

must be certified by an OPM-sponsored QRB prior to appointment.

To preview questions please [click here](https://jobs.monstergovt.com/fema/vacancy/previewVacancyQuestions.hms?orgId=724&jnum=182282) (https://jobs.monstergovt.com/fema/vacancy/previewVacancyQuestions.hms?orgId=724&jnum=182282).

## Background checks and security clearance

### Security clearance

[Top Secret](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/) (https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

### Drug test required

No

## Required Documents

1. **A 5 page resume is required.**
2. **Are you a current or former career Senior Executive Service (SES) member?** Submit a copy of your SF-50, Notification of Personnel Action, that verifies SES Career status.
3. **Are you a graduate from an Office of Personnel Management (OPM) approved Senior Executive Service Candidate Development Program?** Submit proof of qualifications (e.g. SF-50, OPM QRB Certificate, etc.).

Failure to provide all the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (http://www.ed.gov/admins/finaid/accred/).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (https://www.usa.gov/benefits-for-federal-employees#item-36407)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (https://www.opm.gov/healthcare-insurance/)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information, go to the [DHS Careers](http://www.dhs.gov/careers) (http://www.dhs.gov/careers) website and select "Benefits".

<https://www.dhs.gov/homeland-security-careers/benefits>

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

To begin your online application, click the **Apply Online** button and follow the prompts to register your info into USAJOBS.

## Agency contact information

Stevie Miller Stevie Miller

### Phone

[202-212-7483](tel:202-212-7483) (tel:202-212-7483)

### TDD

800-877-8339

### Fax

999-999-9999

### Email

[Stevie.Miller@Associates.fema.dhs.gov](mailto:Stevie.Miller@Associates.fema.dhs.gov) (mailto:Stevie.Miller@Associates.fema.dhs.gov)

[Learn more about this agency](#)  
(#agency-modal-trigger)

The Department of Homeland Security (DHS) is calling on those who want to help protect American interests and secure our Nation. DHS Components work collectively to prevent terrorism; secure borders and our transportation systems; protect the President and other dignitaries; enforce and administer immigration laws; safeguard cyberspace; and ensure resilience to disasters. We achieve these vital missions through a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

### Address

FEMA - Federal Emergency Management Agency  
Please read entire announcement  
Please apply online.  
Washington, District of Columbia 20472  
United States

## Next steps

Once your application is received, an evaluation of your qualifications will be conducted. Our evaluation will be based on the information you supply. The most highly qualified candidates will be referred to the hiring manager for further consideration. You should expect that we will verify performance, suitability, and security information and take that information into account in making employment offers. You will be notified of the outcome.

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

Applying to this announcement certifies that you give permission to share your application with others in DHS for similar positions.

## Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

### Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)  
([https://www.eeoc.gov/federal/fed\\_employees/index.cfm](https://www.eeoc.gov/federal/fed_employees/index.cfm))

### Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/) (https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/) or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/). (https://www.usajobs.gov/Help/how-to/application/agency/contact/)

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

### [Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

### [Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

### [Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

### [Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

### [New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)