

Public Information Manager AD-0301-00 Job Announcement

Arlington, VA

\$63,722-\$99,296

Job Summary:

This position is located in the Arlington, VA Office of the Special Inspector General for Afghanistan Reconstruction (SIGAR). The incumbent reports to the Director, Resource Management and Budget. The Public Information Manager implements SIGAR policies and procedures to manage Federal information and providing information-related assistance and services to the general public. The work requires interpreting and applying laws, regulations, policies, and guidance to provide access to Federal agency records while ensuring protected information is not inappropriately disclosed. The incumbent makes determinations about disclosure and access to Federal agency records, use and dissemination of personally identifiable information; and maintenance and management of government records. The incumbent is responsible for developing and implementing policies, procedures, and practices for information management within SIGAR. The incumbent represents the agency on Privacy Act and other Federal privacy issues/requirements. The incumbent provides guidance and advice on any issues related to the Privacy Act, FOIA and Records Management. The incumbent coordinates and promotes these functions with program officials, information resources managers, and senior agency leadership.

Major Duties:

Incumbent serves as the Public Information Manager. Administers SIGAR's records management program; the incumbent develops and implements agency policies and procedures for electronic and hard-copy storage and retrieval of records; ensuring proper disposition of records consistent with Federal and agency policies and procedures; and conducting periodic records management reviews.

The incumbent keeps abreast of new regulations, technology, best practices, and trends in the records management profession.

Develops, implements, and maintains privacy policies and procedures. Provides guidance and advice on Federal privacy policy and processes related to implementing the functions of the agency. The incumbent represents the agency on issues related to the Privacy Act and other Federal privacy requirements. Assesses privacy risks associated with programs, operations, and other technology and ensures compliance with agency privacy program requirements.

The incumbent researches, analyzes, and evaluates data for response to information requests; assembling and reviewing proposed FOIA release packages keeping abreast of recent developments in the field of public disclosure, including recent court and department decisions, current legislative resolutions of problems encountered with the FOIA program. Reviews and analyzes appeals from denials of access to records requested under FOIA and recommending final agency decision on release/non-release

of records. The incumbent may also testify on behalf of the agency with regard to FOIA cases and assisting government attorneys in the litigation process and serve as liaison to external customers and recipients to clarify and resolve issues. Develops agency policy and procedures with regard to the administration of FOIA including the creation of all required reports.

Performs other duties as assigned.

Knowledge Requirements:

Knowledge of computer systems, and other systems related to record keeping of electronic and hard copy data. Knowledge of various database systems and hardware requirements is required.

Comprehensive knowledge and skill in interpreting and applying statutory requirements of the Federal Records Act, the Freedom of Information Act, and various privacy laws. National Archives and Records Administration training is desirable.

Knowledge of statutory, regulatory and other legal requirements associated with information resources management, records management, and privacy.

Knowledge of the Privacy Act and other Federal privacy regulations.

Knowledge of recordkeeping issues associated with the creation, maintenance and use, and disposition of electronic records.

Ability to express ideas effectively, both orally and in writing, to participate in conferences, training sessions and presentations, skill in conducting interviews to obtain information relevant to public interest in order to develop manuals and directives.

Skill in researching, analyzing, and evaluating data for response to information requests.

Key Requirements:

Candidates for this position:

- may be considered essential to the overall support of the SIGAR mission. If considered emergency essential, failure to meet emergency essential requirements may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).
- may be required to submit an Executive Branch Confidential Financial Disclosure Report.
- must complete a Form SF 312, Classified Information Nondisclosure Agreement.
- must be eligible for and be able to maintain a Top Secret clearance.

Work is performed in an office environment. May require travel to Afghanistan. In support of this travel, the Public Information Manager will be required to meet minimum standards of fitness for deployment to the CENTCOM region to include the ability to wear personal protective equipment, including protective mask, ballistic helmet, body armor, and chemical/biological protective garments.

Reemployment of Annuitants:

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

Applicants should send a resume via email to sigar.pentagon.m-s.mbx.jobs@mail.mil with “Public Information Manager” in the subject line.