

EXECUTIVE SECRETARY AND CHIEF EXECUTIVE OFFICER
(SENIOR EXECUTIVE SERVICE)
ES-301-00
(Salary: \$104,927 to \$145,600)

INTRODUCTION:

The Harry S. Truman Scholarship Foundation was established by Public Law 93-642 (January 4, 1975) as the sole Federal memorial to the 33rd President.

THE FOUNDATION

Supported by a trust fund held in the US Department of the Treasury, the Foundation operates a permanent education scholarship program designed to provide opportunities for outstanding American college students to prepare for careers in public service.

The Foundation defines public service as employment in: government at any level, uniformed services, public interest organizations, non-governmental research and or educational organizations, public and private schools, and public service-oriented non profit organizations such as those whose primary purposes are to help needy or disadvantaged persons or to protect the environment.

Under the direction of its President and a 13-member Board of Trustees [eight persons appointed by the President (including a State Governor, city or county chief executive, and a Federal and a State Judge), two Senators, two Members of the House of Representatives, and the U.S. Secretary of Education (ex-officio)], the Foundation conducts a number of activities annually.

The Selection Process:

- Conducts a nationwide annual search for college students having junior-level academic standing with leadership potential, commitment to careers in public service, and a desire to attend graduate school. The Foundation selects 70-75 students annually as Truman Scholars.
- Invites the annual participation of all American universities, two and four year colleges and the service academies in the nomination of students seeking a career in public service and requests that the President/Chancellor of each institution appoint a member of the faculty or staff to serve as the Truman Scholarship Faculty Representative.
- Maintains a web site that provides faculty representatives and interested students with appropriate forms, instructions, an on-line application, and guidance to submit applications and other materials as specified to be received by the Foundation in early February.
- Conducts a two-stage selection process that involves convening in February a committee reviewing all eligible applications and selecting Truman Finalists for interviews and then convening in March nineteen regional panels interviewing the Finalists and recommending to the Board the selection of 70-75 as Truman Scholars.

Foundation Programs:

- Operates programs to help Truman Scholars prepare for careers in public service. These include: Truman Scholars Leadership Week [orientation program for the 70-75 new Truman Scholars, held at William Jewell College], Washington Truman Scholars Summer Institute [10-week program of internships with federal agencies or non-profit groups and formal presentations], the Truman Fellows Program [test program to provide jobs and graduate education for 20 Truman Scholars the year following their graduation from college], and the Public Service Law Conference [for Truman Scholars between their first and second years of law school].
- Initiates contact with graduate school programs of interest to Truman Scholars in an effort to secure additional opportunities and increased financial assistance for Truman Scholars.
- Develops relationships with other federal agencies in an effort to secure entry-level placements for Truman Scholars.

Services to Individual Scholars:

- Provides expanded web content, including payment request forms, reporting materials, and information on public service opportunities, for Scholars.
- Provides scholarship payments in a timely and accurate manner.
- Provides general assistance and counseling to the Truman Scholar community regarding job placement, graduate school, and careers in public service.
- Provides feedback to Scholars who have submitted required annual reports and graduate school proposals.

Administrative Functions:

- Conducts other administrative functions such as preparing the Annual Report of the Foundation for the President, Board of Trustees, and the Congress, preserving compliance with government regulations, answering correspondence, preparing budgets, personnel performance reviews, collating Scholar statistics, maintaining contact with Scholars, and their colleges.
- Conducts or executes other functions as the Board of Trustees may direct.

THE EXECUTIVE SECRETARY

The Executive Secretary is appointed by the Board to be the Foundation's chief executive officer. He or she is responsible to the Board, reporting through its Chairman or the Foundation's President. The Executive Secretary:

- Directs the selection process for Truman Scholars. This involves: Setting up and monitoring the 19 regionally-based Truman selection panels [100 members including federal judges, university presidents, and former Truman Scholars] and the Truman Scholarship Finalists Selection Committee [19 members] to assure that they adhere to appropriate criteria for a merit-based scholarship looking for public sector change agents or others that will maintain high quality public services.

- Maintains contact with 400-500 Truman Faculty representatives who nominate Truman Scholars on a regular basis. As part of this responsibility, the Executive Secretary visits each year 20-25 non-elite institutions to encourage participation in the Truman competition and to help them understand how to select and prepare nominees. Each year the Executive Secretary reviews the applications of 80-100 unsuccessful candidates and provides individual feedback to the Truman Faculty Representatives on the inadequacies in the application materials that kept their candidates from advancing to the Truman interviews. The Executive Secretary also provides individual guidance to the Faculty Representative on how to better prepare future candidates.
- Serves as principal Foundation contact with its public and private constituencies including Truman Scholars, their colleges/universities, other government agencies, news media and other publics interested in the Foundation and its programs. The Executive Secretary makes numerous public appearances on behalf of the Foundation annually.
- Maintains a one-on-one relationship with 300 Truman Scholars who are either in school or have deferred graduate study. This includes counseling about graduate school and programs for graduate study and the types of assignments to pursue prior to attending graduate school, providing encouragement and affirmation, and in some cases offering sympathy and support. All Scholars receiving funds or deferring funding support are required to submit an annual report of 3-10 pages in length to which the Executive Secretary responds. Scholars also must submit thoroughly researched 5 to 10 page Graduate School Proposals prior to requesting funding for graduate school. The Executive Secretary must determine whether the graduate school request fits within Foundation guidelines and must respond to the Scholar accordingly. The Executive Secretary also maintains communications through visits with the Scholars at the Foundation office or on campuses, e-mail, and phone conversations.
- Reviews and approves all Truman Scholar payment requests and relevant paperwork, ensuring that Scholars are compliant with Foundation and federal guidelines regarding use of funds.
- Visits graduate schools and professional schools to encourage their recruitment of Truman Scholars and their giving priority in their admissions and financial aid processes to Truman Scholars.
- Initiates contact with federal agencies in an effort to increase awareness of the program and opportunities for Truman Scholars.
- Enforces relevant Foundation rules, regulations, and resolves questions or controversies arising from members of Congress, Scholars, faculty representatives, members of the public, or other constituencies.
- Directs the investment of the Foundation's trust fund.
- Provides oversight and guidance to the Foundation's Associate Executive Secretary who is responsible for directing the Foundation's programs and administering the daily operations of the Foundation.
- Continually reappraises the Foundation's success in meeting its statutory mission, and recommends to the Board enhancements in existing Foundation programs or new initiatives.

Other activities that are less time consuming but still important include:

- Develops and enhances existing Scholar community through high-quality event programming and outreach activities.
- Assures that the operations, interactions with colleges and applicants, selection process and the Foundation's web features are consistent with the best practices of Scholarship programs.
- Serves as the public presence of the Foundation with various constituent groups such as the Partnership for Public Service, the National Association of Fellowship Advisors, the National Association of Public Administration, and the National Academy of Public Administration as well as at government wide events, and other networking opportunities.
- Acts as the Foundation's Ethics Officer and is responsible for directing ethics training and programming for staff as well as completing the necessary ethics reports.
- Assigns staff the projects necessary to complete successfully the Foundation's annual programs.
- Reviews all projects for accurate and timely compliance.
- Provides personnel counseling and performance rating.
- Prepares, for the President, with the assistance of the Associate Executive Secretary, the Foundation budget for consideration and approval of the Board of Trustees.
- Oversees and reports to the Board of Trustees through the President the expenditure of all funds for operational purposes.
- Formulates other reports, statistics, recommendations and follow-up procedures as the President or Board may direct.
- Undertakes the planning of fund raising activities for the President for submission to the Board, and executes fund raising activities once approved by the Board.

SUPERVISION

The Executive Secretary reports to the Board of Trustees, through the President, who provides policy guidance. Work is reviewed by the President for the accomplishment of Foundation objectives within the policies established by the Board of Trustees under P.L. 93-642 that provides that Foundation policies are formulated by the Board of Trustees, with implementation the responsibility of the Executive Secretary.

QUALIFICATIONS:

Applicants must have an established record of responsible administrative, supervisory, managerial or professional experience, which demonstrates the ability to meet the long-term goals and daily functioning of the Truman Foundation. The experience must have been sufficiently responsible to show clearly the candidate's ability to perform the duties of this position and meet the mandatory qualifications listed below.

The minimum educational requirement for this position is one or more graduate degrees in disciplines frequently associated with preparation for careers in public service [master's degrees

in public administration/public policy/public health, JD, MD, PhD in fields related to the delivery of public services]. In addition, applicants must clearly demonstrate in their application materials that they possess executive attributes in the five SES Executive Core Qualification areas:

1. Leading Change
2. Leading People
3. Results Driven
4. Business Acumen
5. Building Coalitions/Communication

Applicants should address these ECQs both as they are defined in OPM's SES Qualifications Guide (<http://www.opm.gov/ses/handbook.asp>) and as they relate to the work of the Truman Foundation defined below.

1. Leading Change

Candidates should have the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Candidates should have the ability to balance change and continuity, to continually strive to improve service to the public and program performance within the framework of the Foundation, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

More specifically, the Foundation is seeking a candidate capable of continually reevaluating the Foundation's success in selecting and encouraging Truman Scholars who become change agents in government at all levels or in non-profit public service organizations; and a candidate who, based on these reevaluations, recommends to the Board cost-effective enhancements to existing Foundation activities and/or new initiatives for the Foundation.

With regard to ongoing Foundation initiatives:

- The candidate should be able to direct the development of the Truman Fellows Program [A year-long program that brings Truman Scholars to Washington following receipt of the baccalaureate degree to work in federal agencies or elsewhere in public service] in conjunction with the assigned Program Manager. The candidate should have contacts or demonstrated ability to develop contacts leading to the hiring by federal agencies of Scholars as well as understanding of the Federal Government's personnel and hiring system.
- The candidate must be able to administer and enforce the Foundation's newly instituted Accountability Policy that requires a service commitment from recently selected Scholars.

The ideal candidate should have demonstrated ability to administer a policy in a manner that is even-handed but still flexible enough to accommodate special circumstances. The candidate must have five years federal service, or its equivalent.

2. Leading People

Candidates need to have the ability to design and implement strategies that maximize employee and Scholar potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

The Foundation is seeking a candidate who has the ability to relate to and inspire Truman Scholars as a public servant role model. A level of credibility with Scholars is critical for the success of the Executive Secretary. The ideal candidate would have at least 10 years of employment in the public service as defined by the Truman Scholarship Foundation.

The ideal candidate would have five or more years of experience working with the Foundation. Experience can come from: serving on selection committees, helping the Foundation staff put on the Truman Scholars Leadership Week or the Washington Summer Institute, advising Truman Scholars about career choices and graduate study, or being an active Truman Faculty representative.

The ideal candidate is willing to develop and maintain one-on-one relationships with the Truman Scholar community. This includes providing support and encouragement as well as enforcing Foundation policies. Successful candidates will articulate a clear strategy for developing and relating to the Scholar community.

Also, the ideal candidate would be able to effectively lead and function in the unusual work environment of the Truman Foundation. The Foundation is a staff of five that works in extremely close quarters. The position of the Executive Secretary is without administrative support and would require the candidate to maintain his or her own schedule, contacts, and administrative activities. The ideal candidate would have a demonstrated ability to work in such an environment.

3. Results Driven

Candidates should stress accountability and continuous improvement. Candidates should have the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

The ideal candidate would have a clear vision for his or her tenure as Executive Secretary. Such a vision would include detailed plans for executing Foundation goals already in place as well as new initiatives of the candidate's design.

The ideal candidate will also be able to direct the process for selection of Truman Scholars to assure that appropriate criteria are used for selection of Scholars.

The ideal candidate will assess and evaluate Foundation programming and suggest changes where needed.

4. Business Acumen

Candidates should have the ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and the ability to use new technology to enhance decision making.

Candidates must have the ability to develop strategies to maximize the impact of the Scholarship given the declining relative economic benefit of the stipend. Candidates must also be able to effectively manage and invest the Foundation's \$55 million dollar endowment. Candidates should have experience with budgeting, oversight of investments, and general fiscal practices.

The Foundation has recently developed a new website with enhanced features. This website includes an on-line application feature, networking capabilities, and interactive features for both faculty representatives and Scholars. The ideal candidate would be able to effectively promote and incorporate such technology into his or her activities.

The ideal candidate will be required to evaluate and process relevant vendor and Scholar requests. This includes ensuring that all federal and Foundation regulations are met with each request.

5. Building Coalitions/Communication

Candidates should have the ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. Candidates should be able to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the Foundation.

The Foundation is seeking a candidate who can continue to work within and develop the existing network of Faculty Representatives. The ideal candidate has either direct or equivalent experience working with Faculty Representatives in a cooperative capacity. The ideal candidate would be able to effectively promote and present the Truman Foundation mission and programs both orally and in writing, to a variety of audiences. The ideal candidate will commit to traveling over 50 days a year to non-elite institutions in an effort to increase and improve participation by these schools.

The ideal candidate will be able to provide effective and detailed feedback to Faculty Representatives on the selection process.

The ideal candidate will also have the ability to develop relationships with graduate schools in an effort to increase opportunities for Truman Scholars.

The ideal candidate will be able to deal effectively with the media, other government agencies, and other publics interested in the Truman Foundation.

OTHER REQUIREMENTS:

- Veteran preference does not apply for SES positions.
- Selectee will be subject to completion of a background investigation.
- Selectee will be required to complete and file an Executive Personnel Financial Disclosure Report in accordance with the Ethics in Government Act of 1978.
- Male applicants born after December 31, 1959, must confirm their Selective Service registration status. Certification forms are available at most Federal personnel offices or from the U.S. Office of Personnel Management.
- The Immigration Report and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the U.S. The selectee will be required to complete Form I-9, Employment Verification, and provide acceptable proof of employment authorization and identity.
- The use of postage paid government envelopes to file job applications is a violation of Federal law. Applications received in such envelopes will be discarded.
- Supplemental application materials may be requested.

TO APPLY:

Completed Applications will have the following:

A Resume or CV

An SF-171 or OF-612

A Qualifications Brief describing your experience as it relates to this position and as it relates to each of the requirements listed above.

Questions about the position or application requirements should be directed to Tara Kneller, Associate Executive Secretary, at 202.395.7434 or tkneller@truman.gov.

Applications must be received by no later than July 25, 2005. Applications can be emailed (to tkneller@truman.gov), faxed (202.395.6995), or delivered to 712 Jackson Place, NW, Washington, DC 20006.

DUE TO DELAYS IN THE FEDERAL MAIL SYSTEM:

If you are sending an application via express mail (Fed Ex, USPS, UPS or other carriers), please contact Ms. Kneller for an alternate mailing address.

EEO STATEMENT:

All qualified applicants will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor. The Foundation provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify Tara Kneller at tkneller@truman.gov. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.