

## Program Manager (Field Office Director)

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Company: Office of Surface Mining Reclamation and Enforcement

Location: Alton

Category: other-general

### Summary

**These positions are located within the Department of the Interior, Office of Surface Mining Reclamation and Enforcement, Interior Regions 1 & 2 in Green Tree, PA, and Charleston, WV, and Regions 3, 4 and 6 in Alton, IL.**

### Duties

**At the full performance level (GS-15) the major duties of this position include but are not limited to the following:**

1. Provide advice, counsel, and instruction to employees on work and administrative issues regarding the Surface Mining Control and Reclamation Act (SMCRA) across the Field Office's area of operations, Regions 1 & 2, and Regions 3, 4, and 6 and Bureau-wide.
2. Develop and implement program policies, plans, guidelines, proposals, processes, and recommendations on cross-functional lines for which the OSM is authorized and funded by statute to administer and enforce.
3. Implement plans and initiatives to achieve the mission and policy objectives of OSM.
4. Formulate, interpret, and communicate long-range goals, principles, policies, and objectives for delegated services and programs.
5. Plan and evaluate work to be accomplished by subordinates, set and adjust priorities, and

prepare schedules for completion of work according to staff availability and OSM's mission.

6. Manage short- and long-range planning activities that include multi-year work plans (such as budget, planning needs, monitoring expenditures, and preparing justifications for budget requests), that are the products of subordinate organizational projects/programs.

7. Develop priorities for effective use of resources, ensuring resources are allocated appropriately and goals of the plan are met.

8. Consult with key managers and stakeholders to ensure that all implications are identified, weighed, and considered in study and discussion of effective and efficient resource use and distribution.

The Office of Surface Mining Reclamation and Enforcement has determined that the duties of these positions are suitable for telework and the selectee may be allowed to telework with supervisor approval.

**NOTE :** A recruitment incentive may be authorized for highly qualified candidates at the discretion of the bureau.

**Drivers License Requirement:** You may be required to operate a government vehicle, to complete assigned tasks . site visits, field research, etc.; therefore you must be able to obtain and maintain a valid state driver's license.

**Salary Range Information:**

**Charleston, WV:** \$143,736 (Step 1) - \$186,854 (Sep 10) per annum.

**Green Tree, PA** \$148,609 (Step 1) - \$191,900 (Sep 10) per annum.

**Alton, IL** \$147,194 (Step 1) - \$191,348 (Sep 10) per annum.

First time hires to the federal government typically start at the beginning salary in the range for their respective grade level.

**This vacancy may be used to fill additional positions as vacancies become available.**

This vacancy is also announced as OSMRE-24-ETA-014(MP) for those applicants who wish to apply and be considered under Merit Promotion procedures.

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