

Job Announcement Number

NE-11974484-AR-23-079

Overview

Job Title	HOUSING MANAGEMENT ASSISTANT	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	05/17/2023 to 06/07/2023	Application Count	N/A
Salary	\$52,166.00 to \$67,820.00 Per Year	Pay Scale & Grade	GS-8
Locations	Ashland, Nebraska	Remote Job	No
Telework Eligible	Yes - as determined by the agency policy.	Travel Required	Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed	No	Appointment Type	Permanent
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	1173 - Housing Management
Supervisory Status	No	Security Clearance	Not Required
Drug Test	No	Position Sensitivity And Risk	None
Trust Determination Process	None		

Summary

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This National Guard position is for a HOUSING MANAGEMENT ASSISTANT, Position Description Number D0604000 and is part of Camp Ashland, Training Center Command, Nebraska Army National Guard.

Learn More About This Agency

Marketing Message

N/A

Marketing Link<http://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification TextNebraska National Guard Area 1, 2 and 3 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

5/17/2023 15:05 EDT

Duties

Duties

As a HOUSING MANAGEMENT ASSISTANT, GS-1173-8, duties include:

1. Assigns troop buildings, furnishings, and equipment in the cantonment area in consideration of such factors as size of units, troop numbers, type of unit, serviceability and availability of building space and desire to maintain unit integrity while effecting maximum utilization of space.
2. Schedules pre-occupancy and termination inspections. Supervises the issue and turn-in of buildings to include the conduct of joint tenant-management inspections for the purpose of providing tenant directives and instructions. Evaluating the cleanliness, maintenance, and habitability of quarters and verifying inventory of furnishings and equipment issued.
3. Manages a warehousing operation responsible for receiving; storing, and issuing furnishings and equipment; equipping troop buildings in the cantonment area; maintaining an adequate amount of furnishings and equipment to fulfill supply demands, and maintaining inventory of property accounted for by the housing division.
4. Assigns work and reviews the results of work performed. Interviews personnel and makes selections or recommendations. Assures that all training needs are met and that required cross-training is accomplished. Establishes performance standards and completes or reviews employee performance of all subordinates. Determines overall leave schedule and is responsible for accountability of all personnel assigned. Initiates personnel actions to fill, reassign, promote, change job structure, etc. Counsels employees, adjusts informal complaints and grievances through discussion with employee and union representatives and initiates disciplinary actions as needed. Ensures that employees observe regulations and rules on housekeeping, conduct and safety.
5. Coordinates the operation, maintenance, and utilization of troop buildings with other organizations in the graining site. Assure efficient and timely housing services, maintenance, alteration, minor construction, painting, and repairs.
6. Directs the billeting program for VIP housing and bachelor and transient-type quarters. Oversees issuance of certificates of nonavailability and the collection and records maintenance of costs of laundering linen, maid service, and other services directly connected with the operation of bachelor accommodations.
7. Formulates and reviews standing operating procedures pertaining to the issuance and inspection of buildings and furnishings.
8. Performs other duties as assigned.

Requirements

Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.
 Males born after 31 December 1959 must be registered for Selective Service.
 Obtain/maintain the level of security clearance/background check required
 May be required to successfully complete a probationary period.
 Direct Deposit is mandatory
 Individuals with military incentive bonuses may be subject to recoupment.

Qualifications

MILITARY REQUIREMENTS:

Compatible military grade and assignment required prior to the effective date of placement. This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Army National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

Military Grades: Maximum: O2/CW4/E-9; Minimum: WO1/O1/E5; Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

Individual does not have to be currently assigned to one of these career fields or be considered for this position; however compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.

OPEN AREAS OF CONSIDERATION: AREA 1, 2 and 3

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA 1: Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

AREA 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

AREA 3: Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

AREA 4: All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

Nebraska National Guard Personnel Security Manager - kalee.m.boden.mil@army.mil; 402-309-8319.

GENERAL EXPERIENCE: Experience, education or training which provided a general knowledge of housing management methods, practices and operating techniques. Experience communicating information both verbally and in writing, and the ability to meet and deal with individuals and groups.

SPECIALIZED EXPERIENCE:

GS-08 - Must have at least 18 months; or 12 months at the previous lower grade with experience, education or training in billeting management procedures and general business practices related to management of housing facilities. Experience in managing and controlling budgets, materials, manpower needs, contracts, and other viable resources. Experience developing recommendations and planning documents containing justification for housing resources. Experience using automated systems to update, retrieve and analyze data.

Education

Education:

Substitution of Education for Specialized Experience - Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements.

Additional Information

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Customer Service (Clerical/Technical), Housing Management Program Administration, and Housing Operations

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/11974484>

Required Documents

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To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

How To Apply

How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE TNG SITE Ashland
220 County Road A
Ashland, NE 68003

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/726366200>