

SAMPLE KSA TO ACCOMPANY FEDERAL RESUME

Name: Amy P. Trenton

Position/Series/Grade _____

Job Announcement # _____

Ability to negotiate and manage multiple projects.

✓ *CONTEXT*

In my current position as Budget Supervisor at the National Institute on Drug Abuse (NIDA), I negotiate and manage multiple projects on a daily basis and ensure their timely completion. I work with the Director, assigning priority status to projects each week. NIDA operates in a matrix management structure, so it is critical for me to be able to serve on multiple teams and handle various projects simultaneously. I am responsible for assigning weekly work schedules and negotiating job priorities for 16 team members. The main challenge of my job is to manage an average of 35 different grants projects with various time lines and priorities throughout the year.

✓ *CHALLENGE*

In the course of my duties, I am responsible for compiling information on a quarterly basis from several other institutes for the National Drug and Alcohol report. During the spring of 1999 at the National Institute on Alcohol Abuse & Alcoholism, the report was going to be late because of a malfunction with the Institute's computer system. This delay would have caused NIDA to miss the national report submission deadline to Congress and the White House.

✓ *ACTION*

Due to the importance of the impending deadline, I negotiated with the teams at the National Institute of Mental Health to transfer the information to their computers to complete the job. While this would have required a great deal of overtime for these employees, I was able to negotiate a compensatory time package for the employees with approval of management and the staff that met their various needs. I was able to pull the three institutes together to complete the report and submit it by the deadline to Congress and the White House.

✓ *RESULT*

As a result of this project, I received a Good Job Award and a letter of commendation from the Director. The estimated savings in resources for the timely completion of this project was \$30,000 and 200 staff hours.

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TYPICAL KSA ESSAY TOPICS

- **Knowledge of economic growth technical areas.**
- **Ability to manage projects in a multi-cultural team environment.**
- **Knowledge of security screening or other related security processes.**
- **Ability to interpret and apply agency procedures.**
- **Ability prioritizing and executing tasks in a high-pressure environment.**
- **Ability to manage and integrate diverse program requirements.**
- **Skill in workforce planning and scheduling.**
- **Ability to lead, direct, coordinate, supervise and manage the work of a diverse workforce.**
- **Ability to apply agency procedures and requirements in development of training programs and projects.**
- **Ability and willingness to accept responsibility and make decisions.**
- **Ability to work and deal effectively with individuals and/or groups of people.**
- **Skill to function effectively in a stressful environment.**
- **The ability to identify key policy issues and make recommendations to senior management officials.**