

Job Description

Job Title	Program Manager		
Job ID	18172		
Date Opened	07/22/2022		
Date Closed	07/24/2022		
Location	1050 1st Street, NE		
Full/Part Time	Full-Time	Type of Appointment	MSS - Reg Appt
Regular/Temporary	Regular		
Agency	SR	Insurance, Securities and Bank	
Area of Consideration	Agency		
Grade	13		
Bargaining Unit	CH11	Non Union - Chapter 11	
Minimum Range	\$95,652.000000	Maximum Range	\$133,912.000000
Target Openings	1	Available Openings	1

[Return to Previous Page](#)
[Switch to Internal View](#)

General Job Information

Job Summary

This position is located in the District of Columbia Government (District), Department of Insurance, Securities, and Banking (DISB), Office of Financial Empowerment and Education (OFEE). The DISB mission is three-fold: (1) cultivate a regulatory environment that protects consumers and attracts and retains financial services firms to the District of Columbia; (2) empower and educate residents and small businesses on financial matters; (3) provide financing for District of Columbia small businesses. The OFEE offers educational programs, resources, and services for District of Columbia residents and small business owners. Additionally, OFEE is charged with developing innovative ways to address the wealth gap within the District of Columbia through the creation of programs and initiatives to support residents and businesses to better manage financial situations.

Duties and Responsibilities

Plans, directs, evaluates, and supervises activities of the District's Financial Empowerment Center; develops and recommends policies and procedures for the administration and operation for the Financial Empowerment Center; informs internal audiences, the public, and target groups regarding OFEE programs, activities, and services that relate to the Financial Empowerment Center. Manages subordinate staff of the OFEE; ensures that employee development plans are established, and internal and external on-the-job training is available for professional growth; evaluates staff work performance, and recommends promotions, incentives, and disciplinary action.

Provides critical analyses and evaluations of the effectiveness of current and projected program activities. Provides technical assistance in the design, development, and implementation of improved program designs and operations. Reviews and analyzes planning and operating activities of major program areas administered by the OFEE.

Education and Qualifications

Specialized Experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Licenses and Certification

None

Working Conditions/ Environment

Work is primarily performed in an office setting.

Other Significant Facts

Tour of Duty: Monday - Friday 8:15am - 4:45pm

Pay Plan, Series, Grade: MS-0340-13

Promotion Potential: No Known Promotion Potential

Duration of Appointment: (MSS At-Will)This is a Management Supervisory Service (MSS) appointment. Persons appointed to MSS positions do not acquire permanent status but serve at the pleasure of the appointing personnel authority and may be terminated at any time.

Collective Bargaining Unit: This position is **NOT** covered under a collective bargaining unit.

Position Destination: This position has been deemed Security Sensitive under the guideline of the DC Personnel Manual. Incumbents of this position are subject to enhanced suitability screening pursuant to Chapter 4 of DC personnel regulations. Accordingly, incumbents must successfully pass a criminal background and consumer credit check as a condition of employment and will be subject to periodic criminal background checks for the duration of their tenure.

Vaccination Requirement:

The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.