

Pre- Vacancy Announcement

Deputy Director, NIST Center for Nanoscale Science and Technology (CNST)

National Institute of Standards and Technology, U.S. Department of Commerce

The National Institute of Standards and Technology (NIST), an agency in the U.S. Department of Commerce (DoC) is soliciting candidates for the position of Deputy Director, Center for Nanoscale Science and Technology (CNST).

NIST

Founded in 1901, NIST is a non-regulatory federal agency within the U.S. Department of Commerce, with the mission of promoting U.S. innovation and industrial competitiveness by advancing measurement science, standards and technology in ways that enhance economic security and improve our quality of life. NIST employs 3,000 scientists, engineers, technicians and support and administrative personnel on its Gaithersburg and Boulder campuses. NIST also hosts 3,200 associates from academia, industry and other government agencies, who collaborate with NIST staff and access user facilities. NIST's FY2015 financial resources exceed \$1 billion. To learn more about NIST, please visit our website: www.nist.gov.

NIST's Center for Nanoscale Science and Technology (CNST)

Established by Congress in 2007, NIST's Center for Nanoscale Science and Technology, a premier national nanotechnology user facility, strives to advance all aspects of nanotechnology, from discovery to production by providing the nanoscale measurement and fabrication methods, processes, and expertise required for rapid progress. Utilizing a unique two-part design, the CNST provides users with rapid access to state-of-the-art nanotechnology tools and processes through its NanoFab, and the opportunity to collaborate with a world-class research staff on the development of the next generation of nanotechnology solutions through its NanoLab. Each year, CNST enables or collaborates on the research of over 2,400 participants from industry, academia, NIST and other government laboratories. It is the only national nanotechnology user facility with a special focus on industrial participation. You can learn about the CNST in more detail from its [brochure](#) or its [website](#).

Key Duties and Responsibilities

The Deputy Director has responsibility for the management of the Center's operations. As such, the incumbent provides oversight and direction on a broad range of administrative and programmatic activities and formulates and implements policies and procedures within the Center to provide for efficient administrative and technical operations.

The Deputy Director provides advice and recommendations to the Director, CNST on the human resource capabilities and needs of the Center to ensure that program needs are met. The incumbent conducts periodic assessments of staff performance, reviews the capabilities of the existing staff, and examines proposed candidates for key positions. He/she implements the Center's human resources policies and oversees the NIST performance management

processes within the Center; generates strategies for promoting the recruitment of diverse staff members; recommends staff for internal and external awards and reviews and approves award nominations submitted by the Center.

The Deputy Director reviews the programmatic and financial status of the Center's technical programs at the request of the Director, CNST, evaluates progress with respect to program plans, budgets, and goals and provides recommendations on changes to programs. The incumbent encourages publication and distribution of program products, such as standards, guidelines, technology forecasts and standards related reports.

The Deputy Director assists the Director, CNST in the preparation of strategic plans and the development of concomitant budget justifications and initiatives. He/she provides recommendations on budgetary allocations, program priorities, reprogramming, and the development of personnel. The incumbent provides guidance and information to the Director, CNST on the allocation of equipment, facilities and space. The executive also provides advice on issues and policies of importance to the mission and conduct of the Center's work following adequate review and analysis and collaborates in reviewing and assuring the quality and productivity of the Center and the relevance of the Center's programs to NIST's mission.

The Deputy Director represents and describes the activities of the Center to a variety of high-level, national and international leaders, and scientific and standards groups; participates in technical meetings; on high-level Government committees; and on policy-level committees and boards of scientific, technical and standards organizations.

The Deputy Director serves as a consultant and advisor on important issues and problems in nanotechnology for NIST management and other Federal agencies, academia and industry. The incumbent receives high-level visitors from other Federal agencies and from organizations outside the U.S. government. These visitors include senior scientists and engineers and senior officials of foreign governments, research organizations, and industry.

The Deputy Director helps to ensure that the Center's programs are timely and responsive to scientific opportunities and National needs by maintaining a broad knowledge of nanometrology and related instrumentation, as well as nanotechnology activities undertaken by the Center.

The Deputy Director functions as the head of the Center in the absence or preoccupation of the Director, CNST and serves on the NIST Operations Board, comprising the NIST Operating Unit Deputy Directors, and recommends, develops, and implements NIST operating policies and procedures.

Compensation

Senior Executive Service Salary may range up to \$185,100 plus eligibility for pay adjustments and bonuses (earned through performance); relocation expenses may be paid.

EEO

NIST is an Equal Opportunity Employer. All candidates will be considered without regard to race, color, age, gender, religion, national origin, sexual orientation, marital status, political affiliation, or disability.

To Apply

Interested candidates must apply via www.usajobs.gov once the vacancy announcement opens, which is anticipated mid-January, 2016. Applicants will have 30 days to apply.

Interested candidates are encouraged to consult the OPM website for further information about SES qualifications and detailed guidance on writing ECQ's - https://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosesquals_2012.pdf

Citizenship

U.S. citizenship is required