



**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
MILK MARKET ADMINISTRATOR**

VACANCY ANNOUNCEMENT

Announcement Number: 12-02

Position Title: Marketing Services Technician, MA-1313

Grade: MA 9/01 (Note: This is not equivalent to GS Pay Scale)

Promotion Potential: MA 15

Salary Range: \$31,207 Minimum (Includes locality adjustment)

Opening Date: February 1, 2012

Closing Date: February 14, 2012 (Postmarked)

Location of Position: Brunswick, Ohio

Area of Consideration: Local Commuting Area

Type of Appointment: Excepted Service/FT Position

The objective of a Milk Market Administrator's office is to administer the terms and provisions of regulations referred to as a Federal milk order. More detailed information on the program can be found at www.fmmacleev.com.

PRIMARY DUTIES OF THE POSITION:

- Collecting milk samples from dairy farms, handlers, and processors
- Properly distinguishing and handling various sample types
- Visiting processors to perform load audits
- Visiting dairy farms to handle producer issues
- Distributing milk samples, using shipping services
- Investigating and documenting unusual findings and instances of non-compliance with the Federal Order
- Using a computer with spreadsheet, word processing, and mapping applications
- Representing the Market Administrator's office in contacts with the dairy industry.
- Properly maintaining a company vehicle
- Assisting in general lab functions (cryoscope, Foss, vials)

SPECIAL CONDITIONS AND REQUIREMENTS:

- Must be a U.S. Citizen
- Daily local and out-of-town travel required
- Mileage, per diem and lodging paid as required
- Medical examination will be required and paid.
- Able to lift 60 lbs
- Good driving record

QUALIFICATION REQUIREMENTS:

Applicant must have a valid driver's license. Have the ability to accurately follow directions. Have the ability to lift, sort, pack and transport samples and must have a high school diploma or equivalent.

EVALUATION CRITERIA:

Eligible applicants will be evaluated against these criteria to determine the best qualified:

- Laboratory experience which demonstrates the ability to gather, record and assemble scientific data, decipher bar codes, and analyze data to determine compliance with written policies and procedures.
- Aptitude for time management and self motivation
- Experience with spreadsheet, database and word processing software such as Excel, Access, Word and mapping programs.
- Ability to communicate effectively, both in written and oral form.
- Skills pertaining to routine maintenance of lab equipment and experience in the ability to analyze physical properties of milk through various testing procedures such as infrared milk testing and cryoscope

BENEFITS:

Eligibility for benefits depends on the type of appointment and work schedule. Listed below are some of the benefits for which a full-time position is entitled:

- Federal Employees Retirement System (FERS)
- Federal Employees Health Benefits Program – Health, Dental, & Vision insurance
- Federal Employees Group Life Insurance
- Flexible Spending Accounts (Medical and Dependand Care)
- Federal Long Term Care Insurance
- Thrift Savings Plan (Government 401(k))
- Vacation & Sick Leave
- Paid Federal Holidays

APPLICATION PROCEDURES:

To be considered for the above position, submit a cover letter and a complete resume to:

Federal Milk Market Administrator
Attn: Alan Christian
P.O. Box 5102
Brunswick, OH 44212
Phone (330) 225-4758
Fax (330) 220-6783
mcrowe@fmmaclev.com

An Optional Application for Federal Employment, OF 612, or an SF 171 will be accepted, but is not required.

The following information **must** be included to evaluate your qualifications:

- Full name, mailing address (including zip code) and a day and evening phone numbers (with area code). E-mail address if available.
- Highest education level achieved. Specify:
 - Name and City
 - Date of completion
 - Type of degree received, if applicable
 - Copy of college Transcripts if applicable
- Paid and non paid work experience related to the position.
- Written response addressing evaluation criteria
- Veterans' Preference (if applicable).

All application material must be postmarked or emailed by the closing date.

HOW YOU WILL BE EVALUATED:

Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related educations as reflected in their resume. Candidates are encouraged to ensure work experiences clearly show possession of knowledge of the subject matter pertinent to the position, the technical skills to successfully perform the duties of the position, and ability to communicate both orally and in writing.

WHAT TO EXPECT NEXT:

Once your completed application is received, we will conduct an evaluation of your qualifications and determine your ranking. The most highly-qualified candidates will be contacted to schedule an interview. We expect to make a selection within 30 days of the closing date of this announcement; you will be notified of the outcome.

VETERANS' PREFERENCE:

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. To claim veterans' preference, veterans need to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with a service connected disability and others claiming 10-point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference. To learn more about veterans' preference, please visit <http://www.fedshirevets.gov>.

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Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410 or call toll-free (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

Selective Service – If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.