

Job Announcement
Federal Emergency Management Agency, Office of Chief Counsel

Position Title: Supervisory ADR Advisor, Reservists
Duty Station: FEMA Headquarters, Washington, D.C.
Grade: IC-14 (GS-14 equivalent)

OPENING DATE: Monday, December 2, 2024	CLOSING DATE: Monday, December 16, 2024, by 11:59 PM ET
POSITION TITLE AND DIVISION: Supervisory ADR Advisor, who is an experienced ADR professional, to serve as the first line supervisor for reservist ADR Advisors and as a key member of the ADR Field Operations cadre management team.	
SERIES, PAY PLAN, GRADE, SECURITY CLEARANCE, AND TRAVEL: 0301- Supervisory ADR Advisor, IC-14. This is a temporary, Cadre of On-call Response/ Recovery Employee (CORE) three-year appointment, with the option to extend based on workload and funding availability. This is a public trust position and does not require a security clearance. Occasional travel may be required.	
DUTY STATION LOCATION AND REMOTE WORK ELIGIBILITY: This position has a duty station of Washington, DC. This position is not presently eligible for remote work. This position is eligible for telework pursuant to FEMA and Office of Chief Counsel policy.	
POSITION TYPE: This is a Cadre of On-call Response/Recovery Employee (CORE) position. This is a temporary appointment in the Excepted Service, not to exceed 3 years, with the option to extend based on workload and funding availability. See Cadre of On-Call Response/Recovery (CORE) FEMA.gov for more details.	
POSITION SUMMARY AND IDEAL CANDIDATE: The Alternative Dispute Resolution (ADR) Division, Office of the Chief Counsel, Federal Emergency Management Agency (FEMA), seeks a CORE IC-14 Supervisory ADR Advisor (0301 job series), who is an experienced ADR professional, to serve as the first line supervisor for reservist ADR Advisors and as a key member of the ADR Field Operations cadre management team. The FEMA ADR Division of the Office of Chief Counsel was established pursuant to the Administrative Dispute Resolution Act of 1996 (ADRA), 5 U.S.C. §§ 571-83, to promote the use of Alternative Dispute Resolution (ADR) within the Agency and in its programs. The ADR Division works to enhance the Agency's workplace professionalism, situational awareness, and mission-focus. The ADR Division Field Operations Branch is responsible for supporting and supervising the delivery of professional ADR services at FEMA disaster operations. This supervisory ADR Advisor position will focus on ensuring the engagement, deployment readiness, guidance, professional development, training, remote supervision, and support of reservist ADR Advisor staff .	

DUTIES OF THE POSITION:

Primary responsibilities include:

Supporting ADR Division and ADR Field Operations policies, guidance, goals, and objectives.

Providing supervision, professional guidance, and troubleshooting issues related to the professional delivery of ADR services at disaster operations.

Supervising the substantive work of ADR professionals and support staff and providing timely and effective feedback, as assigned.

Serving as the back up to the ADR Cadre Coordinator on deployment matters and ensuring ADR cadre readiness through team engagement, collaboration, and effective communication.

Preparing briefings and reports related to areas of responsibility.

Reviewing, supporting, and communicating Agency policies related to the incident management workforce.

Collaborating with the Field Operations Directorate, other OCC Divisions, OCHCO, OCFO, and other partners to ensure the ADR cadre is aligned with Agency requirements.

As a key member of the cadre management team, researching, assessing, drafting, updating, compiling, implementing, and evaluating professional ADR program guidance in accordance with applicable laws, policies, and professional practice standards to ensure the delivery of high-quality ADR services at disaster operations.

Developing, supporting, and delivering training and professional development opportunities for ADR Advisors, leads, mentors, and mentees both in-person and remotely using available technology.

Supporting ADR data collection, evaluation instruments, feedback loops, and other protocols that ensure consistent delivery of high-quality ADR services at disaster operations.

Serving as a subject matter expert on dispute resolution issues for a wide range of disaster operations and support organizations.

Designing, facilitating, and/or supporting team interventions, offsites, retreats, trainings, meetings, strategic planning sessions, and team building events.

Providing consultation to field leadership and management officials to prevent, manage, and resolve organizational conflict; and

Other duties as assigned.

QUALIFICATIONS REQUIRED/SPECIALIZED EXPERIENCE:**Minimum Requirements include:**

U.S. Citizenship,

Ability to successfully pass a background investigation (public trust),

Ability to obtain and maintain a government travel card,

Selective Service registration for males born after 12/31/59,

Agreement with Every Employee is an Emergency Manager requirement.

Experience, Education, and Other Requirements:

For consideration at the IC-14 level: At least seven (7) years of full-time equivalent, professional ADR experience and 400 hours of conflict resolution training. An advanced degree in conflict resolution can be substituted for 2 years' experience and 100 hours of training. This requirement includes two years of supervisory or leadership experience and at least one of the two years will be at a level of difficulty and responsibility equivalent to that of an ADR Advisor at the IC-13 level.

Experience in ADR program administration, supervising employees, working in large complex teams, conflict management, mediation, group facilitation, teambuilding, strategic planning, conflict coaching, organizational development, and conflict resolution training.

Demonstrates the ability to work with a diverse staff including peers, subordinates, leadership, and clients. Has strong emotional intelligence and interpersonal skills including self-reflection, empathy, relationship-building, and diplomacy. Demonstrates the ability to gauge the effectiveness of communications and make necessary adjustments. Must remain calm, professional, and civil under stress and when challenged.

Demonstrates excellent written, oral, and presentation skills and high computer literacy.

Synthesizes and analyzes information effectively and has a strong attention to detail.

Demonstrates agility in working on multiple projects concurrently, and the ability to work individually and in teams.

Must be available to travel intermittently and, as a CORE employee, available to deploy to disaster operations for a minimum of 30 days based on operational need.

REQUIRED DOCUMENTS:

At time of application, the applicant must submit a:

Resume, and

Cover letter explaining their interest in the position and how their experience will make them an outstanding Supervisory ADR Advisor for ADR reservist staff.

EMERGENCY MANAGER ASSIGNMENT:

Every FEMA employee has regular and recurring emergency management responsibilities. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

EQUAL OPPORTUNITY:

OCC is a diverse workplace, promotes equal opportunity, and welcomes all qualified applicants without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

REASONABLE ACCOMMODATION:

Please contact the Selection Manager listed below if you require a reasonable accommodation for the application process as soon as possible.

HOW TO APPLY:

To apply for this position, please submit a resume and cover letter describing your interest in the position and your experience and the skills that make you the ideal candidate for this position, preferably in a single pdf document, to Erika Jordan by email at Erika.Jordan@fema.dhs.gov by the closing date of this announcement. The subject line of the email should reference that you are applying for the Supervisory ADR Advisor position.