



2010 CENSUS: IT'S IN OUR HANDS

Four Local Census Offices to be added in Phoenix metro area:

Open October 1, 2009

Phoenix NE - LCO 3113 - 6500 usf
North Greenway - Hayden Loop, Scottsdale

Phoenix NW - LCO 3114 - 5800 usf
North 25th Drive, Phoenix

Phoenix SE - LCO 3115 - 7100 usf
North Higley Road, Mesa

Phoenix SW - LCO 3116 - 6500 usf
West Thunderbird Road, Peoria

Management Team

Local Census Office Manager
Assistant Manager for Field Operations
Assistant Manager for Quality Assurance
Assistant Manager for Recruiting
Assistant Manager for Administration
Assistant Manager for Technology

Management Team Selection Process

All vacancies will be posted on websites: www.usajobs.opm.gov or
<http://www.census.gov/roden/www/employ/html>

Postings scheduled to be open for application from April 10 through June 5th, 2009

Paneling and Evaluation of applicants through July 26th

Interviewing of applicants scheduled for late July and through August

Job offers made in late August and September

Position begin October 1, 2009

Denver Regional Census Center

Census 2010 Local Census Office Management Positions

Local Census Office Manager (LCOM)

The LCOM is responsible for the general supervision and administration of the office. This includes direct supervision of at least five employees, supervisors and managers, and indirect supervision of 400-600 field staff. Responsibilities include the planning, development and successful implementation of census operations and field activities within the boundaries of the Early Local Census Office. Supervisory responsibilities include evaluating employees, and taking appropriate actions regarding hiring, promotion, and reassignment. The LCOM serves as the Census Bureau's representative by developing and maintaining good public relations with the news media, community leaders, and local government officials in order to acquaint the general public with the census and promote community cooperation. In addition, the LCOM promotes Census activities by preparing and presenting talks or formal speeches during public appearances and interacting with the media including radio and television interviews and events. All Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Field Operations (AMFO)

The AMFO is responsible for the direct supervision of 10-15 Field and Office Operations Supervisors and the indirect supervision of approximately 400-600 Crew Leaders and Enumerators, at peak operation, who work outside the Census Office. Responsibilities include accomplishing production and quality goals in field operations under their span of control. The AMFO oversees the training of field and office personnel, as well as conducts individual and group training sessions for their personnel as necessary; determines assignment areas for data collection activities; manages material and assignment preparation for all field operations in their district. The AMFO also reviews and analyzes cost, quality, and progress reports to assure operations are conducted within prescribed time/budget allocations and quality standards; identifies problems, and communicates the action associated with encountered problems. In addition the AMFO assists the Assistant Manager for Recruiting with the recruiting and promotional activities of the LCO and assists the Local Census Office Manager in resolving community complaints concerning problems in the field. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Recruiting (AMR)

The AMR is responsible for the management and supervision of the recruitment and testing of applicants to fill Early Local Census Office positions. The AMR is responsible for the direct supervision of approximately 20-25 field and office staff. Responsibilities include preparing an ELCO recruitment plan to ensure that staffing needs are identified and met for all field and office positions; implementing and evaluating the recruitment plan to ensure that adequate numbers of qualified applicants are available for selection from all areas of the LCO. The AMR conducts the recruitment process to assure that applicants are identified and tested; maintains liaison with organizations that refer applicants and other employment sources; distributes literature to potential applicants and explains the responsibilities of available positions as well as the goals of census programs. The AMR also assists the Local Census Office Manager to develop and maintain good public relations with local news media, community leaders and organizations, and local government officials, to promote community cooperation and generate support for recruitment efforts. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Quality Assurance (AMQA)

The AMQA works closely with the Assistant Manager for Field Operations and the Local Census Office Manager to advise them on compliance with pre-established quality assurance goals and procedures for all field data collection operations in the Early Local Census Office. In the advisory role, the AMQA works with ELCO operational reports and materials to monitor the quality of data collection processes, performance, and completed field data collection materials, and meets regularly with the Assistant Manager for Field Operations and the Local Census Office Manager to give reports on the progress of the Quality Control operations and identifies quality problems or concerns within the pre-established standards in a clear and timely manner, then suggests remedial action or alternatives to resolve problems. The AMQA directly supervises ELCO office and field staff that review completed data collection forms and other documents. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Administration (AMA)

The AMA is responsible for supervising and managing payroll and other administrative activities. Responsibilities include supervising Office Operations Supervisors and up to 10 clerical staff; managing the daily processing of payroll, personnel, and other administrative documents; monitoring day-to-day selection activities. The AMA assures the administrative operations are conducted within prescribed time schedules and budget allocations. Census Managers are responsible for applying EEO principles in hiring practices, training and supervision.

Assistant Manager for Technology (AMT)

The AMT is responsible for supervising and managing all technology equipment and associated staff to ensure the LCO can function effectively and efficiently. The AMT will manage all office computer systems, networks and telephone systems. The AMT will also be responsible for all technology being used by the field staff for data collection. The AMT will serve as the physical and electronic security officer for the LCO. Inventory control will be an important part of the AMT's responsibilities.