

NASA COMMUNICATION SERVICES (NCS)  
CONTRACT  
ATTACHMENT D-6  
STANDARD LABOR CATEGORIES (SLC)

Note:

College degrees from an accredited college or university that are beyond a Bachelor’s degree can be used as a trade-off for years of relevant experience and can be counted as a one-for-one replacement (e.g., a Master’s Degree can count as 2 years of relevant experience).

<b>Contract Management</b>		
<b><u>Standard Labor Category</u></b>	<b><u>General Description/Responsibilities/Duties</u></b>	<b><u>Minimum Qualification Requirement(s)</u></b>
Program Manager	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• Direct, guide, and coordinate activities of team/teams of technical and management personnel performing complex activities.</li> <li>• Responsible for the overall management, operation, performance, and successful completion of all contractual requirements for NCS.</li> <li>• Responsible for safe and efficient operations, productivity, and quality control of NCS Contractor labor.</li> <li>• Enhances operational procedures, systems, and principles in regard to areas of NCS information flow and management, business processes, and management reporting.</li> <li>• Identifies opportunities to innovate and/or expand the efficiencies of NCS operations, procedures, and communication systems.</li> <li>• Duties include directly interfacing with Office of Communication (OCOMM) management and/or OCOMM customers.</li> <li>• Carries out supervisory NCS Contractor responsibilities in accordance with Contractor's policies and procedures, in addition to any applicable labor laws.</li> <li>• Serves as the Contractor's executive authority on regulatory issues.</li> <li>• Provide senior level management with reports and other such data for review and decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:                             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
Deputy Program Manager	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• May direct the efforts of others.</li> <li>• Assists the Program Manager with the coordination of all activities of the NCS contract and may be assigned responsibility for special customer requirements that are integral to the contract.</li> <li>• Assumes temporary responsibility for overall coordination of the contract in the absence of the Program Manager.</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers.</li> <li>• Responsible for the review/approval process for NCS contract activities as assigned by the Program Manager.</li> <li>• Responsible for other duties as assigned by the Program</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:                             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

	<p>Manager (e.g., monitoring safety, improving customer communication with NCS team, devising ways of improving the customer experience).</p> <ul style="list-style-type: none"> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers.</li> <li>• Provide senior level management with reports and other such data for review and decision making</li> </ul>	
<p>Business Manager</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• Direct, guide, and coordinate activities of a team/teams of business personnel performing complex activities; typically reports to a Program Manager</li> <li>• Provides support to the Program/Deputy Manager for various projects, programs or events</li> <li>• Responsible for coordinating and monitoring the scheduling, pricing, and technical performance of the NCS contract</li> <li>• Performs analytical and advisory functions on the evaluation of tasks and operations for assessing program development, execution and improving effectiveness and efficiency, and pre-award and post award activities, including price/cost analysis, negotiation, administration and related procurement actions</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.).</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> <li>• Leads or aides in negotiation of subcontracts and contractual changes and coordination of proposal preparation, plans, specifications, and financial conditions of the contract</li> <li>• Responsible for planning and accomplishing NCS business and contract administration goals</li> <li>• Responsible for generating routine and/or ad-hoc reports for program management/customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business or an appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Business Specialist I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a supervisor or manager.</li> <li>• Performs analytical functions in support of pre-award and post award activities, including price/cost analysis, negotiation, administration and related procurement actions</li> <li>• Create, maintain, and track business data produced during performance of contract tasks</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business or an appropriate area of specialization from an accredited college or university; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

	<p>Officer (CO), CO Representative (COR), Task Monitors, etc.).</p> <ul style="list-style-type: none"> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	
<p>Business Specialist II</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a supervisor or manager.</li> </ul> <p>In addition to Business Specialist I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Performs analytical and advisory functions in support of pre-award and post award activities, including price/cost analysis, negotiation, administration and related procurement actions</li> <li>• Responsible for coordinating and monitoring the scheduling, pricing, and technical performance of specific tasks or projects</li> <li>• Aides in negotiation of contractual changes and coordination of proposal preparation, plans, specifications, and financial conditions of the contract</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.).</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business or an appropriate area of specialization from an accredited college or university;</li> <li>• Five (5) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Business Specialist III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a manager or Program Manager. May direct the efforts of others in supervisor role.</li> </ul> <p>In addition to Business Specialist II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Performs analytical and advisory functions in support of advanced pre-award and post award activities, including price/cost analysis, negotiation, administration and related procurement actions</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.).</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Business or an appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

<p>Property Manager</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of team/teams of property personnel performing complex activities; typically reports to a Program Manager.</li> <li>• Responsible for operations related to Government Property Administration</li> <li>• Responsible for ensuring adherence to applicable regulations, policies, procedures, etc.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.).</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Property Specialist I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a supervisor or manager.</li> <li>• Perform regular physical inventory of Government Property</li> <li>• Responsible for producing and submitting property records and performing physical inventories</li> <li>• Responsible for adhering to applicable regulations, policies, procedures, etc.</li> <li>• Input and update required information in applicable electronic property database</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.).</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Property Specialist II</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a supervisor.</li> </ul> <p>In addition to Property Specialist I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for producing and managing property records and ensuring physical inventories are conducted</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>• Five (5) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	
<p>Property Specialist III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a manager or Program Manager. May direct the efforts of others in a supervisor role.</li> </ul> <p>In addition to Property Specialist II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for producing, managing, and submitting property records and ensuring physical inventories are conducted</li> <li>• Responsible for ensuring adherence to applicable regulations, policies, procedures, etc.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.).</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Communication Manager</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of team/teams of technical personnel performing complex activities; typically reports to a Program Manager.</li> <li>• Responsible for recommending, executing, and maintaining all communication strategies, plans, and message management processes.</li> <li>• Contributes to the development of integrated communication plans and execution against those plans.</li> <li>• Responsible for communication research, strategy, planning, integration, execution, and key messaging goals and their measurement standards.</li> <li>• Responsible for recommending adjustments to communication strategies, plans, and key messages and executing accordingly.</li> <li>• Responsible for establishing and maintaining relationships with appropriate NASA stakeholders, communications staff, and a cross all OCOMM functional areas to ensure effective and integrated communications.</li> <li>• Responsible for managing deliverables and ensuring quality assurance standards are met across all functional requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for directly supervising NCS Contractor employees.</li> <li>• Responsible for monitoring and recommending emerging communications channels and practices.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.).</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	
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**Communication Technical Services**

<p>Subject Matter Expert</p>	<ul style="list-style-type: none"> <li>• Recognized as a technical expert and resource in a particular discipline</li> <li>• Credible resource and peer recognized by all levels of program and agency management/leadership</li> <li>• Recommends enhancements to improve quality of products and/or processes and procedures</li> <li>• Relies on extensive experience and judgment to plan and accomplish tasks and identify solutions for complex activities</li> <li>• Operates with a wide degree of autonomy, creativity, and latitude</li> <li>• May direct, guide, and coordinate activities of a team/teams of technical personnel performing complex activities</li> <li>• Typically reports to a supervisor or manager</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers, and NCS contract administration team (e.g., Contracting Officer (CO), CO Representative (COR), Task Monitors, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>• Twenty (20) years of relevant experience in an appropriate area of specialization; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
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<p>Communication Strategist I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a team lead or supervisor.</li> <li>• Responsible for the development, implementation, and integration of key messages across a full spectrum of communication products.</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers.</li> <li>• Responsible for working with social media teams</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
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<p>Communication Strategist II</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a team lead or supervisor.</li> </ul> <p>In addition to Communication Strategist I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for a broad range of communication initiatives and outreach activities that educate, inform, and build relationships with NASA/Center stakeholders.</li> <li>• Responsible for the research, strategy, planning, integration, and execution of communication strategies, plans, and message management processes.</li> <li>• Responsible for the development and implementation of communication plans for utilization across a variety of platforms.</li> <li>• Duties include writing and editing of communication products.</li> <li>• Responsible for coordinating and integrating communication approaches and products across multiple communication disciplines and platforms.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Five (5) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Communication Strategist III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a supervisor.</li> <li>• May direct the efforts of others in a team lead role.</li> </ul> <p>In addition to Communication Strategist II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for a broad range of communication initiatives and outreach activities that educate, inform, and build relationships with NASA/Center stakeholders.</li> <li>• Duties include contributing to high-level executive communications including quick turnaround responses.</li> <li>• Responsible for the research, strategy, planning, integration, and execution of communication strategies, plans, and message management processes.</li> <li>• Responsible for the development and implementation of communication plans for utilization across a variety of platforms.</li> <li>• Duties include writing and editing of communication products.</li> <li>• Responsible for coordinating and integrating communication approaches and products across multiple communication disciplines and platforms.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Communication Strategist IV</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of team/teams of technical personnel performing complex</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> </ul>



	<p>activities in a supervisor role; typically reports to a manager</p> <p>In addition to Communication Strategist III responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Duties include contributing to high-level executive communications including quick turnaround responses.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Proficient in:             <ul style="list-style-type: none"> <li>–advanced oral and written communications;</li> <li>–advanced writing and editing; and</li> <li>–advanced problem solving</li> </ul> </li> </ul>
<p>Writer/Editor I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a team lead or supervisor.</li> <li>• Duties include writing, editing, and revising a broad range of communication products.</li> <li>• Responsible for actively capturing requirements through brainstorming sessions and interviews.</li> <li>• Responsible for researching content and developing clear, concise, and compelling communication products based on communication strategies and concepts.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>–oral and written communications;</li> <li>–writing and editing; and</li> <li>–problem solving</li> </ul> </li> </ul>
<p>Writer/Editor II</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a team lead or supervisor.</li> </ul> <p>In addition to Writer/Editor I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for communicating with organizations to obtain/provide information for communication materials that can be easily understood by a wide range of readers.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Five (5) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>–advanced oral and written communications;</li> <li>–advanced writing and editing; and</li> <li>–advanced problem solving</li> </ul> </li> </ul>
<p>Writer/Editor III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a supervisor.</li> <li>• May direct the efforts of others in a team lead role.</li> </ul> <p>In addition to Writer/Editor II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for developing complex written content and technical commentary.</li> <li>• Duties include conceptualizing, developing, and writing communication products for specific audience consumption.</li> <li>• Responsible for aligning writing style to the audience requirement.</li> <li>• Duties include proofreading other writers' work and providing feedback as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>–advanced oral and written communications;</li> <li>–advanced writing and editing; and</li> <li>–advanced problem solving</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	
<p>Writer/Editor IV</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of a team/teams of technical personnel performing complex activities in a supervisor role; typically reports to a manager.</li> </ul> <p>In addition to Writer/Editor III responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Expert in journalism, communications, writing, etc.</li> <li>• Responsible for preparing editorials products on complex and controversial issues.</li> <li>• Responsible for preparing responses to sensitive issues and topics for OCOMM management review.</li> <li>• Duties include coordinating editorial meetings with writing staff.</li> <li>• Duties include leading collaborative writing activities.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Media Specialist I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a team lead or supervisor.</li> </ul> <ul style="list-style-type: none"> <li>• Responsible for researching and developing media outreach products for maximum impact and flexibility to be leveraged across multiple venues and platforms.</li> <li>• Duties include creating and managing targeted media lists.</li> <li>• Responsible for actively participating in brainstorming sessions to generate ideas, identify research content, and develop clear, concise, and compelling communication products.</li> <li>• Responsible for developing written content and technical commentary for media.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

<p>Media Specialist II</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a team lead or supervisor.</li> </ul> <p>In addition to Media Specialist I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for communicating with organizations to obtain/provide information for communication materials that can be easily understood by a wide range of readers.</li> <li>• Responsible for researching and recommending innovative opportunities for media outreach.</li> <li>• Duties include organizing media events and preparing spokespeople for media interactions.</li> <li>• Responsible for actively participating in brainstorming sessions to generate ideas, identify research content, and develop clear, concise, and compelling communication products.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Five (5) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Media Specialist III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a supervisor.</li> </ul> <p>May direct the efforts of others in a team lead role.</p> <p>In addition to Media Specialist II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for collaboration to develop targeted media campaigns, background materials for media events, and other media relations products.</li> <li>• Responsible for actively participating in and/or leading brainstorming sessions to generate ideas, identify research content, and develop clear, concise, and compelling communication products.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Media Specialist IV</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of a team/teams of technical personnel performing complex activities in a supervisor role; typically reports to a manager.</li> </ul> <p>In addition to Media Specialist III responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for managing media metrics to assess impact and continually improve products and services.</li> <li>• Responsible for actively participating in and/or leading brainstorming sessions to generate ideas, identify research content, and develop clear, concise, and compelling communication products.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	
<p>Social Media Specialist I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a team lead or supervisor.</li> <li>• Duties include generating and editing daily content (e.g., original text, images, video, hypertext markup language (HTML)).</li> <li>• Responsible for analyzing the appropriate social media data/metrics, insights, and best practices.</li> <li>• Responsible for supporting the management of social media campaigns and the development of social media strategy.</li> <li>• Responsible for promoting social media within the organization.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Social Media Specialist II</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a team lead or supervisor.</li> </ul> <p>In addition to Social Media Specialist I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Five (5) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Social Media Specialist III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a supervisor.</li> <li>• May direct the efforts of others in a team lead role.</li> </ul> <p>In addition to Social Media Specialist II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for managing social media campaigns and developing social media strategy.</li> <li>• Responsible for continuously recommending improvements by analyzing the appropriate social media data/metrics, insights, and best practices.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

<p>Social Media Specialist IV</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of a team/teams of technical personnel performing complex activities in a supervisor role; typically reports to a manager.</li> </ul> <p>In addition to Social Media Specialist III responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for leadership of building and executing social media strategy through research, platform determination, benchmarking, messaging, and audience identification.</li> <li>• Responsible for leadership of setting up and optimizing social media sites within each platform to increase the visibility of NASA(s) social content.</li> <li>• Responsible for leadership of moderating user-generated content in line with the moderation policy for each community.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in journalism, communications, writing, or other appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Event Coordinator</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of a team/teams of technical personnel performing complex activities in a supervisor role; typically reports to a manager.</li> </ul> <ul style="list-style-type: none"> <li>• Responsible for receiving, evaluating, and coordinating event requests.</li> <li>• Responsible for overseeing aspects of event coordination and management for both internal and external events.</li> <li>• Responsible for meeting with clients to arrange event details (e.g., plans, food, entertainment, staff, cleanup).</li> <li>• Responsible for scouting and booking event locations.</li> <li>• Responsible for determining logistical support (e.g., audio visual, facilities, photography, catering, room, speaker support).</li> <li>• Responsible for facilitating guest and event operations, to include logistical and operational requirements.</li> <li>• Duties include maintaining a contact database containing information such as names, addresses, titles, etc. for event participants/special guests.</li> <li>• Duties includes supporting onsite events to ensure engagement and consistent communication</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Associate degree in a appropriate area of specialization from a recognized college or technical school;</li> <li>• Five (5) years of relevant experience in (e.g., event coordination on a regional, multi-state, and/or national level); and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced problem solving.</li> </ul> </li> </ul> <p>(or)</p> <ul style="list-style-type: none"> <li>• High School Diploma/GED Certificate/High School Equivalency Certificate;</li> <li>• Five (5) years of relevant experience (e.g., event coordination on a regional, multi-state, and/or national level); and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

<p>Event Project Manager</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of a team/teams of technical personnel performing complex activities in a supervisor role; typically reports to a manager.</li> <li>• Responsible for maintaining long-range calendars and coordinating with event coordinators to ensure event milestones are complete</li> <li>• Responsible for providing operational, information management and administrative support for all events.</li> <li>• Responsible for coordinating and supporting event leads, and tracking project objectives and milestones</li> <li>• Duties include providing all necessary project management and support functions</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience (e.g., event coordination/planning on a regional, multi-state, and/or national level); and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Graphic Designer I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a supervisor or manager.</li> <li>• Responsible for design/graphic requirements in support of NASA exhibits and events.</li> <li>• Responsible for ensuring design/graphic activities take into account aesthetics, targeted audience(s), and NASA theme(s) and message(s).</li> <li>• Responsible for production of construction documentation and fabrication; preparation and design of mechanical art/digital files; and other graphic tasks.</li> <li>• Duties include operating a large format printer, laminator, vinyl cutter, and engraver.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in appropriate area of specialization from an accredited college or university; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– oral and written communications;</li> <li>– writing and editing; and</li> <li>– problem solving</li> </ul> </li> </ul>

<p>Graphic Designer II</p>	<ul style="list-style-type: none"> <li>Relies on experience and judgment to plan and accomplish tasks.</li> <li>Works under general supervision; typically reports to a manager.</li> </ul> <p>In addition to Graphic Designer I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>Responsible for design/graphic requirements in support of NASA exhibits and events.</li> <li>Responsible for ensuring design/graphic activities take into account aesthetics, targeted audience(s), and NASA theme(s) and message(s).</li> <li>Responsible for reporting to customers on exhibit concepts and design requirements.</li> <li>Responsible for production of construction documentation and fabrication; preparation and design of mechanical art/digital files; and other graphic tasks.</li> <li>Duties include operating a large format printer, laminator, vinyl cutter, and engraver.</li> <li>Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>Five (5) years of relevant experience; and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>advanced oral and written communications;</li> <li>advanced writing and editing; and</li> <li>advanced problem solving</li> </ul> </li> </ul>
<p>Graphic Designer III</p>	<ul style="list-style-type: none"> <li>Relies on experience and judgment to plan and accomplish tasks.</li> <li>Typically reports to a supervisor.</li> <li>May direct the efforts of others in a team lead role.</li> </ul> <p>In addition to Graphic Designer III responsibilities/duties:</p> <ul style="list-style-type: none"> <li>Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>Ten (10) years of relevant experience; and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>advanced oral and written communications;</li> <li>advanced writing and editing; and</li> <li>advanced problem solving</li> </ul> </li> </ul>
<p>Exhibit Technician I</p>	<ul style="list-style-type: none"> <li>Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>Works under immediate supervision and reports to a supervisor or manager.</li> </ul> <ul style="list-style-type: none"> <li>Duties include fabrication, woodworking, finishing, and repair of exhibits.</li> <li>Duties include operating a large format printer, laminator, vinyl cutter, and engraver.</li> <li>Responsible for supporting the development of layouts and selecting themes, colors, and props to be used.</li> <li>Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>High School Diploma/GED Certificate/High School Equivalency Certificate;</li> <li>Five (5) years of relevant experience (e.g., equivalent to exhibit design, fabrication, operation, and maintenance activities); and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>oral and written communications;</li> <li>problem solving; and</li> <li>operation of heavy equipment (i.e., forklifts, hoists) required to move/lift properties</li> </ul> </li> </ul>

<p>Exhibit Technician II</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a manager.</li> </ul> <p>In addition to Exhibit Technician I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Duties include fabrication, finishing, and repair of exhibits.</li> <li>• Responsible for working from scale drawings, blueprints, and/or sketches.</li> <li>• Responsible for developing layout and selecting theme, colors, and props to be used.</li> <li>• Responsible for managing several exhibit projects simultaneously.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Associate degree in a appropriate area of specialization from a recognized college or technical school;</li> <li>• Five (5) years of relevant experience (e.g., equivalent to exhibit design, fabrication, operation, and maintenance activities); and</li> <li>• Proficient in:                         <ul style="list-style-type: none"> <li>– oral and written communications;</li> <li>– problem solving; and</li> <li>– operation of heavy equipment (i.e., forklifts, hoists) required to move/lift properties.</li> </ul> </li> </ul> <p>(or)</p> <ul style="list-style-type: none"> <li>• High School Diploma/GED Certificate/High School Equivalency Certificate;</li> <li>• Five (5) years of relevant experience (e.g., equivalent to exhibit design, fabrication, operation, and maintenance activities); and</li> <li>• Proficient in:                         <ul style="list-style-type: none"> <li>– oral and written communications;</li> <li>– problem solving; and</li> <li>– operation of heavy equipment (i.e., forklifts, hoists) required to move/lift properties.</li> </ul> </li> </ul>
<p>Exhibit Technician III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a manager or Program Manager. May direct the efforts of others.</li> </ul> <p>In addition to Exhibit Technician II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Duties include advanced fabrication, finishing, and repair of exhibits.</li> <li>• Responsible for preparation, production, design, construction, fabrication, and display of complex exhibits.</li> <li>• Responsible for consulting with customers to ascertain type of exhibit(s) to be featured and time/place for each exhibit display.</li> <li>• Responsible for coordination of material requisition.</li> <li>• Responsible for planning detailed work processes and actual restoration work on historic items.</li> <li>• Responsible for executing complex technical exhibit/model work, which may include the research of detailed subject matter.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor's degree in a appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience (e.g., equivalent to exhibit design, fabrication, operation, and maintenance activities); and</li> <li>• Proficient in:                         <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced problem solving; and</li> <li>– advanced operation of heavy equipment (i.e., forklifts, hoists) required to move/lift properties.</li> </ul> </li> </ul> <p>(or)</p> <ul style="list-style-type: none"> <li>• High School Diploma/GED Certificate/High School Equivalency Certificate;</li> <li>• Ten (10) years of relevant experience (e.g., equivalent to exhibit design, fabrication, operation, and maintenance activities); and</li> <li>• Proficient in:                         <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced problem solving; and</li> <li>– advanced operation of heavy equipment (i.e., forklifts, hoists) required to move/lift properties.</li> </ul> </li> </ul>



<p>Exhibit Technician IV</p>	<ul style="list-style-type: none"> <li>Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>May direct, guide, and coordinate activities of team/teams of technical personnel performing complex activities or act as senior employee.</li> </ul> <p>In addition to Exhibit Technician III responsibilities/duties:</p> <ul style="list-style-type: none"> <li>Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in appropriate area of specialization from an accredited college or university;</li> <li>Fifteen (15) years of relevant experience (e.g., equivalent to exhibit design, fabrication, operation, and maintenance activities); and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>advanced oral and written communications;</li> <li>advanced problem solving; and</li> <li>advanced operation of heavy equipment (i.e., forklifts, hoists) required to move/lift properties.</li> </ul> </li> </ul> <p>(or)</p> <ul style="list-style-type: none"> <li>High School Diploma/GED Certificate/High School Equivalency Certificate;</li> <li>Fifteen (15) years of relevant experience (e.g., equivalent to exhibit design, fabrication, operation, and maintenance activities); and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>advanced oral and written communications;</li> <li>advanced problem solving; and</li> <li>advanced operation of heavy equipment (i.e., forklifts, hoists) required to move/lift properties.</li> </ul> </li> </ul>
<p>Exhibit and Outreach Specialist</p>	<ul style="list-style-type: none"> <li>Relies on experience and judgment to plan and accomplish tasks.</li> <li>Typically reports to a manager or Program Manager. May direct the efforts of others.</li> <li>Responsible for supporting the development, planning, management and execution of traveling exhibits; special or unique events such as VIP events or exhibits openings of significant size and complexity; and long-range exhibit and event planning</li> <li>Responsible for maintaining long-range calendars and coordinates with appropriate agency and external contacts for site and room assignments.</li> <li>Responsible for identifying necessary requirements, develops event checklists including deadlines, and ensures requirements are met</li> <li>Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor's degree in public relations, marketing, communications, journalism or other appropriate area of specialization from an accredited college or university;</li> <li>Five (5) of relevant experience; and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>advanced oral and written communications;</li> <li>advanced writing and editing; and</li> <li>advanced problem solving</li> </ul> </li> </ul>

<p>Librarian I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a supervisor or manager.</li> <li>• Responsible for assisting librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials</li> <li>• Responsible for answering questions that require only brief consultation of standard reference</li> <li>• Responsible for compiling records, sorting and shelving books or other media, removal or repair of damaged books or other media</li> <li>• Responsible for registering patrons and checking materials in and out of the circulation process</li> <li>• Responsible for replacing materials in shelving area (stacks) or files, including bookmobile drivers who assist with providing services in mobile libraries.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in library science, information science or other appropriate area of specialization from an accredited college or university; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Librarian II/Metadata Librarian</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a manager.</li> </ul> <p>In addition to Librarian I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for assisting with organizing library data sets to make materials and resources accessible for library patrons and researchers.</li> <li>• Responsible for assisting library archives team with organizing and preserving materials</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in library science, information science or other appropriate area of specialization from an accredited college or university;</li> <li>• Five (5) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Librarian III/Full Stack Web Developer</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a manager or Program Manager. May direct the efforts of others.</li> </ul> <p>In addition to Librarian I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for maintaining, monitoring, and managing library and archive web sites and applications</li> <li>• Responsible for implementing new innovative tools and resources</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in library science, information science or other appropriate area of specialization from an accredited college or university;</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>

<p>Librarian IV</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of team/teams of technical personnel performing complex activities or act as senior employee.</li> </ul> <p>In addition to Librarian I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in library science, information science or other appropriate area of specialization from an accredited college or university;</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– advanced oral and written communications;</li> <li>– advanced writing and editing; and</li> <li>– advanced problem solving</li> </ul> </li> </ul>
<p>Archivist I</p>	<ul style="list-style-type: none"> <li>• Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>• Works under immediate supervision and reports to a supervisor or manager.</li> </ul> <ul style="list-style-type: none"> <li>• Responsible for appraising, accessioning, processing, preserving, and providing access to analog and digital archival materials.</li> <li>• Responsible for coordinating and facilitating archives access requests by users as well as responding to oral and written information inquiries and reference requests.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree in Library and Information Science from an ALA accredited program with a concentration in information science, archives management, or digital curation; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>– oral and written communications;</li> <li>– writing and editing; and</li> <li>– problem solving</li> </ul> </li> </ul>

<p>Archivist II</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Works under general supervision; typically reports to a manager.</li> </ul> <p>In addition to Archivist I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for performing analog preservation functions including holdings maintenance, fastener removal, rehousing, etc.</li> <li>• Responsible for digital preservation functions including processing and transformation of digital objects, capture of metadata, and utilization of the Open Archival Information Systems (OAIS) Model as a standard for digital preservation.</li> <li>• Responsible for enabling search and discovery through the creation of archival descriptions using standards-based archival description systems, metadata capture and normalization, and digitization.</li> <li>• Responsible for maintaining a thorough and up-to-date understanding of digital file formats, digital preservation, and digital persistence practice and theory.</li> <li>• Responsible for creating, documenting, and following archival processes, workflows and best practices.</li> <li>• Responsible for contributing to online outreach content in the form of blogs and social media.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Master’s degree in Library and Information Science from an ALA accredited program with a concentration in information science, archives management, or digital curation;</li> <li>• Five (5) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>–oral and written communications;</li> <li>–writing and editing; and</li> <li>–problem solving</li> </ul> </li> <li>• Demonstrated knowledge of both physical and digital archives, electronic records management, and digital preservation practice.</li> <li>• Demonstrated knowledge of the federal records lifecycle.</li> </ul>
<p>Archivist III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a manager or Program Manager. May direct the efforts of others.</li> </ul> <p>In addition to Archivist II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for generating routine and/or ad-hoc reports for management/customers.</li> <li>• Responsible for participating in team work to create enterprise standards, procedures, and practices.</li> <li>• Responsible for performing outreach and education in the form of presentations, informal gatherings, online and via social media to promote the mission of the NASA Archives Program.</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Master’s degree in Library and Information Science from an ALA accredited program with a concentration in information science, archives management, or digital curation.</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>–oral and written communications;</li> <li>–writing and editing; and</li> <li>–problem solving</li> </ul> </li> <li>• Demonstrated knowledge of both physical and digital archives, electronic records management, and digital preservation practice.</li> <li>• Demonstrated knowledge of the federal records lifecycle.</li> </ul>

<p>Archivist IV</p>	<ul style="list-style-type: none"> <li>Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>May direct, guide, and coordinate activities of team/teams of technical personnel performing complex activities or act as a senior employee.</li> </ul> <p>In addition to Archivist III responsibilities/duties:</p> <ul style="list-style-type: none"> <li>Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree in Library and Information Science from an ALA accredited program with a concentration in information science, archives management, or digital curation.</li> <li>Fifteen (15) years of relevant experience; and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>oral and written communications;</li> <li>writing and editing; and</li> <li>problem solving</li> </ul> </li> <li>Demonstrated knowledge of both physical and digital archives, electronic records management, and digital preservation practice.</li> <li>Demonstrated knowledge of the federal records lifecycle.</li> </ul>
<p>Historian I</p>	<ul style="list-style-type: none"> <li>Relies on instructions and pre-established guidelines to perform the functions of the job.</li> <li>Works under immediate supervision and reports to a supervisor or manager.</li> </ul> <ul style="list-style-type: none"> <li>Conduct primary research within core areas of expertise</li> <li>Conduct regular oral histories with NASA workforce</li> <li>Collaborate with NASA archivists in collection assessment and development</li> <li>Support a agency efforts related to historic preservation/cultural resources, knowledge management, records management, artifacts, and public engagement</li> <li>Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>Master's degree in History or other appropriate area of specialization from an accredited college or university; and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>advanced oral and written communications;</li> <li>advanced research, writing, and editing; and</li> <li>advanced problem solving</li> </ul> </li> </ul>
<p>Historian II</p>	<ul style="list-style-type: none"> <li>Relies on experience and judgment to plan and accomplish tasks.</li> <li>Works under general supervision; typically reports to a manager.</li> </ul> <p>In addition to Historian I responsibilities/duties:</p> <ul style="list-style-type: none"> <li>Conduct regular oral histories with NASA senior leadership and workforce</li> <li>Support a agency efforts related to historic preservation/cultural resources, knowledge management, records management, artifacts, and public engagement</li> <li>Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>Ph.D. in History or related field from an accredited college or university;</li> <li>Five (5) years of relevant experience; and</li> <li>Proficient in:             <ul style="list-style-type: none"> <li>advanced oral and written communications;</li> <li>advanced research, writing, and editing; and</li> <li>advanced problem solving</li> </ul> </li> </ul>

<p>Historian III</p>	<ul style="list-style-type: none"> <li>• Relies on experience and judgment to plan and accomplish tasks.</li> <li>• Typically reports to a manager or Program Manager. May direct the efforts of others.</li> </ul> <p>In addition to Historian II responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Conduct primary research within core areas of expertise</li> <li>• Conduct regular oral histories with NASA senior leadership and workforce</li> <li>• Collaborate with NASA archivists in collection assessment and development</li> <li>• Support agency efforts related to historic preservation/cultural resources, knowledge management, records management, artifacts, and public engagement</li> <li>• Mentor interns, fellows, and academic researchers working in the field</li> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Ph.D. in History or related field from an accredited college or university</li> <li>• Ten (10) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>–advanced oral and written communications;</li> <li>–advanced research, writing, and editing; and</li> <li>–advanced problem solving</li> </ul> </li> </ul>
<p>Historian IV</p>	<ul style="list-style-type: none"> <li>• Relies on extensive experience and judgment to plan and accomplish tasks.</li> <li>• May direct, guide, and coordinate activities of team/teams of technical personnel performing complex activities or act as senior employee.</li> </ul> <p>In addition to Historian III responsibilities/duties:</p> <ul style="list-style-type: none"> <li>• Responsible for generating routine and/or ad-hoc reports for OCOMM management/OCOMM customers</li> <li>• Duties may include directly interfacing with OCOMM management and/or OCOMM customers</li> </ul>	<ul style="list-style-type: none"> <li>• Ph.D. in History or related field from an accredited college or university</li> <li>• Fifteen (15) years of relevant experience; and</li> <li>• Proficient in:             <ul style="list-style-type: none"> <li>–advanced oral and written communications;</li> <li>–advanced research, writing, and editing; and</li> <li>–advanced problem solving</li> </ul> </li> </ul>