

Management Challenges

Census managers gain career experience working in a fast-paced environment, planning and managing massive field operations. These unique opportunities involve managing a large team of dispersed field employees all while monitoring critical deadlines and handling sensitive personnel matters.

Managers are responsible for settling operational and staffing concerns, in addition to handling various other general management matters in a constantly changing environment.

Managers must impart a sense of urgency in employees and convey that quality is the responsibility of every Census employee.

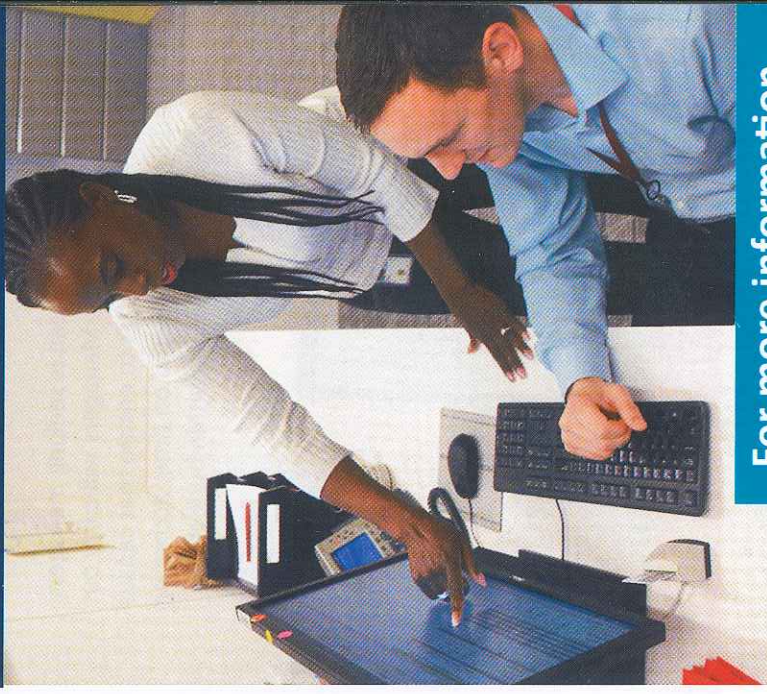
Join the 2020 Census Team!

The U.S. Census Bureau is seeking qualified, experienced managers within the local area.

Apply for the 2020 Census Team, if you are skilled in—

- Planning
- Managing
- Handling fast-paced operations
- Paying attention to detail

2020 Census Management Jobs Area Census Office



For more information

Join the 2020 Census Team!

Apply Online Today!

census.gov/fieldjobs

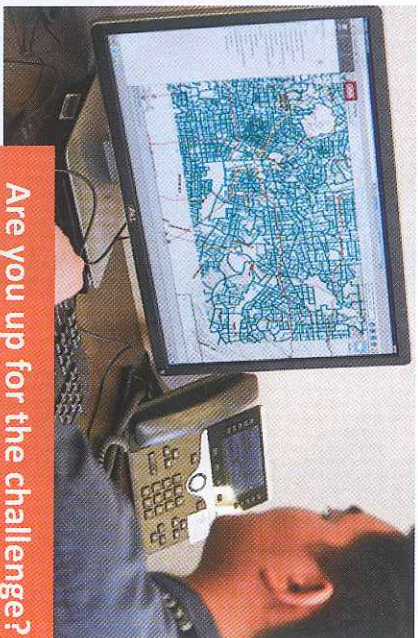
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Census
Bureau

The U.S. Census Bureau is an Equal Opportunity Employer.

Form D-465
March 2018

Help your community get an accurate count!

The U.S. Census Bureau is seeking managers for the 2020 Census. Managers will carry out assigned census duties to ensure that census operations are conducted on time, according to quality standards, and within budget.



Are you up for the challenge?

Census managers play an important role in ensuring an accurate and complete count in their communities.

Who do we need?

Administrative Manager (AM)

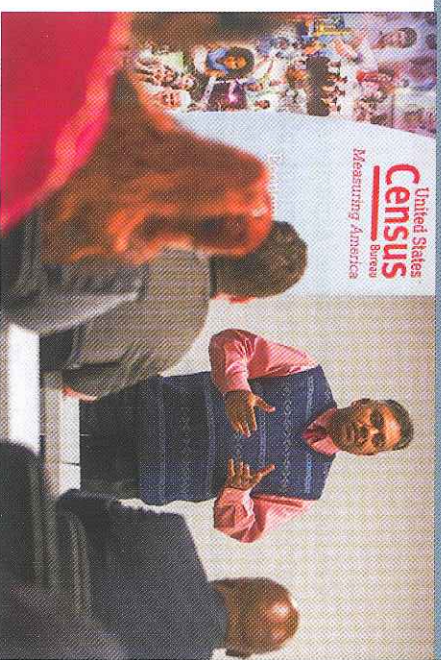
The AM is responsible for office administrative activities, including personnel and payroll operations for the assigned office. AMs are responsible for administrative support of all staff. Specifically, the AM is responsible for processing applications for thousands of applicants, managing applicant selection (telephone interviewing and making job offers), processing personnel actions for several hundred or more hires, and processing payroll for several hundred or more employees a week, at peak.

Area Census Office Manager (ACOM)

The ACOM leads a team of census managers assigned to the Area Census Office (ACO). ACOMs are responsible for ensuring that 2020 Census field and office operations are completed within budget, on schedule, and meet quality standards. The ACO management team will be responsible for recruiting office and field staff, managing personnel payroll activities, and technology functions. Additionally, the ACOM supervises and manages hundreds of field staff involved in updating address lists, conducting interviews, and performing other follow-up activities.

Census Field Manager (CFM)

The CFM manages various field data collection activities. Specifically, the CFM is responsible for training, supervising, and managing several hundred field staff involved in activities such as updating address lists and maps, conducting in-person interviews, and performing other follow-up activities. Additionally, the CFM will train, supervise, and manage office staff.



IT Manager (IT)

The IT Manager is responsible for managing technology used by hundreds of field staff and dozens of office staff. Specifically, the IT Manager is responsible for troubleshooting, evaluating, analyzing, and coordinating automation operations, supporting both office and field activities (including support of mobile devices used by field staff). Additionally, the IT Manager will train and supervise office staff to assist in the IT support function.

Recruiting Manager (RM)

The RM is responsible for ensuring that qualified applicants are recruited to fill field and office positions. The RM is responsible for the development of an ACO recruiting plan that will provide guidance to the office in the recruitment of thousands of applicants. The RM is also responsible for recruiting, training, and managing recruiting support staff, including dozens of field recruiting assistants and office support staff. The recruiting assistants will work at the grass roots level to get the word out about jobs.

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