

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES**

VACANCY ANNOUNCEMENT

Position: Administrative Director

Announcement Number: IG-08-06

Opening Date: August 7, 2008

Location: Washington, DC

Closing Date: Open until filled

Salary: \$74,089 - \$94,688* (HS-9 to HS-11)

*Commensurate with qualifications and experience

Area of Consideration: All Sources

FLSA Category: Exempt

Job Summary: Incumbent serves as the Administrative Director for the Office of Inspector General, providing administrative analysis, guidance, and assistance to the Inspector General and Deputy Inspectors General of the U.S. House of Representatives. The sensitive nature of the Inspector General mission requires a close and confidential relationship. Additionally, incumbent provides clerical, administrative, and financial management assistance to the Office of Inspector General.

Major Duties:

- 1) Acts as personal representative of the Inspector General (IG) and both Deputy Inspectors General (Deputies) in telephonic and face-to-face contacts with high-ranking officials of organizations within and outside the U.S. House of Representatives.
- 2) Responsible for processing and oversight of all official paperwork/documents received in the OIG. Prepares and reviews replies and other correspondence and action documents before passing them on to the IG or Deputies for signature; primarily for sound public relations principles, intelligibility, reasonableness and compatibility with OIG general policy, precedents, and specific instructions.
- 4) Independently performs research on a wide variety of subjects in order to provide the IG with authoritative information and material which he/she utilizes in the preparation of correspondence, reports, policy documents, etc., and in connection with his/her participation in top level committees and conferences. Data developed entails contact and discussion with top echelon personnel in the U.S. House of Representatives, Joint Entities, and Federal agencies, etc.
- 5) Assists the IG and Deputies with budget formulation and execution, as well as budget justification and testimony background supporting documentation. Coordinates with House budget personnel in submitting budget requests, justifications, and testimony. Coordinates with appropriate House officials to reconcile any accounting discrepancies. Acts as chief liaison with the OIG's vendors for procurements, billing adjustments, and necessary maintenance.

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6) Creates procurement documents (task orders, purchase requests, modifications, and receivers) and vouchers (for payment on goods and services and for reimbursement of official expenses) in the House's automated procurement and financial systems. Demonstrates proficiency in managing and tracking purchases, as well as managing vendor contract modifications, closeout dates, funding, and billing.

7) Analyzes and measures effectiveness and efficiency of administrative programs in order to develop plans for improvement. Develops, coordinates, and implements new processes, procedures, concepts, or programs.

8) Develops, updates, and implements administrative policies and procedures for inclusion in the OIG Policies and Procedures Manual.

9) Centrally manages the OIG training program, compiling training and funding data for individuals and divisions.

10) Centrally manages the document repository, including, OIG templates and Policies and Procedures Manual.

Position Requirements:

- Extensive experience in the control, preparation, and review of incoming and outgoing correspondence and action documents.
- Skill in telephonic and face-to-face contact with high-level officials.
- Experience in developing and implementing office policies, procedures, and administrative practices.
- Demonstrated ability in financial management aspects of the operations of an office, including budget formulation and execution.
- Ability to analyze administrative and financial conditions of the organization, research problems, propose and solutions, and implement new processes or programs.
- Basic understanding of contracting practices, and knowledge and experience in procurement practices and procedures, using a variety of procurement methods.
- Ability to integrate multi-faceted functions to include budget, financial management, human resources, organizational requirements, and procurement.
- Knowledge of, and experience with, various information and office systems, including word processing and spreadsheet applications, facsimile machines, copiers, and phone systems.

Additional Requirements:

- Must be eligible for a Secret Security Clearance.
- This is a drug testing designated position.

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Work Environment and Physical Demands: The work is usually performed in an office environment. The work is primarily sedentary. There may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex. Overnight travel is rare and limited to attending required training not offered locally.

How Resumes Will Be Ranked:

- Candidates whose resumes indicate that they possess knowledge and experience in the following areas will be given a higher priority than resumes that do not.
 - Management of complex office support functions
 - Budgeting (Legislative Branch experience will be given more weight);
 - Policy development and implementation;
 - Procurement and/or contract management experience;
 - Process improvement;
 - Clear/concise written communications; and
 - Ability to establish and maintain effective working relationships with high ranking officials
- Applicants with a degree in business administration, finance, accounting, or management preferred

Benefits of Working at the House of Representatives:

- General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans (e.g. Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees life insurance, etc) in which other federal employees are entitled to participate.
- Leave accumulation. Prior federal service is considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience.) All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:
 - Less than 1 year of service = 12 days annual leave per year
 - Between 1 year and 3 years of service = 15 days annual leave per year
 - Between 3 years and 6 years of service = 18 days annual leave per year
 - 6 or more years of service = 24 days annual leave per year
- Federal retirement. The U.S. House of Representatives participates in the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). However, retirement accumulation is calculated at a higher percentage rate than most Executive Branch entities.
- Student loan repayment program. Employees can be reimbursed for up to \$6000 per year (with a maximum of \$40,000 in total) for federally backed student loans.
- Family Medical Leave Act (FMLA). The Office of Inspector General (OIG) has the option of allowing its employees to take the first 6 weeks of FMLA (e.g. for a catastrophic illness or birth of a child) as paid administrative leave. (FMLA is normally unpaid leave unless an employee uses his/her own annual or sick leave)
- On location Day Care facility
- Flexible work schedule.
- Eligibility for either free, on-site parking or \$110 in monthly mass transit benefits.

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SUBMIT RESUME FOR CONSIDERATION IN ONE OF THE FOLLOWING MANNERS ONLY:

FAX: (202) 225-4240

Email: HouseIG@mail.house.gov

Hand Deliver to: 400 D. Street SW (Ford House Office Building)¹
Room 386
Washington, DC 20515-9990

Point of Contact: Theresa Grafenstine, (202) 226-1250.

DO NOT MAIL resumes. Mail external to the U.S. House of Representatives is seriously delayed due to security screening.

¹ Across from the Federal Center SW Metro Station (Blue & Orange Lines)