

## **LOCATION ADMINISTRATIVE OFFICER**

### **GS-341**

This series includes positions in which the employees are responsible for providing or obtaining a variety of management services essential to the direction and operation of an organization. The paramount qualifications required are extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating both administrative and management services with the general management of an organization. Positions will require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in oral and written communications, supervisory skills, and knowledge of computer systems internal and external to the organization. Also required are basic skills in procurement, safety and health, personnel, and property management.

**ENTRY LEVEL LAO TRAINING SKILLS MATRIX**

<b>Entry Level LAO Competencies</b>	<b>Suggested Training Types</b>	<b>Suggested Courses</b>	<b>Suggested Sources</b>
<p>Knowledge of federal procurement, purchasing and contracting, including grants, agreements, and trusts.</p>	<p>1. Mentoring/ Shadowing 2. Formal classroom 3. Distance learning/on-line 4. Manuals</p>	<p>Basic Simplified Acquisitions; Simplified Acquisitions; Introduction to Contracting; Contract Administration; Appropriations Law Seminar; COR training; PCMS; PROP; ARIS; PRCH;</p>	<p>MCI, USDA Grad School faion-line, SMART Center materials  ARS- Area, HQ</p>
<p>Knowledge of accounting procedures and guidelines, terminology, documents and account structures to be able to determine errors and resolve underlying causes of problems.</p>	<p>1. Mentoring/ Shadowing 2. Formal classroom 3. Distance learning/on-line 4. Manuals</p>	<p>Fundamental Acctg Proc in Federal Agencies; Budgeting and Accounting: Making the Connection; Basic accounting course LOTS, CAM, SAMS, FFIS, BRIO training;</p>	<p>MCI; USDA Grad School; AMA;  local colleges NFC, ARS- Area/HQ;</p>
<p>Ability to advise on budget and fiscal management including budget formulation and execution, monitor fund expenditures and reconciliation of accounts.</p>	<p>1. Mentoring/ Shadowing 2. Formal Classroom</p>	<p>Federal Budget Process; Budgeting and Accounting: Making the Connection; Budget Formulation; Budget Execution; ARMP; Congressional Brief. Conf.</p>	<p>MCI; USDA Grad School, AMA  ARS- Area/HQ;</p>
<p>Ability to identify, categorize and analyze salary data including projecting salaries in order to relate effects of changes in salary obligations to overall appropriated budget.</p>	<p>1. Mentoring/ Shadowing 2. Formal Classroom</p>	<p>The Federal Budget Process;  ARMP/ ABFO training</p>	<p>MCI; USDA Grad School; AMA  ARS- Area/HQ;</p>

<p>Knowledge of Annual Resources Management System, NFC regulations, time and attendance reports and regulations, and travel guidelines and rules.</p>	<p>1. Mentoring/ Shadowing 2. Formal Classroom 3. Manuals</p>	<p>ARMP; STAR; ARIS; TRAV; PCMS</p>	<p>NFC; ARS- Area/HQ; Websites; on-line</p>
<p>Knowledge of human resources processing procedures, requirements, and terminology; OPM, USDA, ARS, and delegated authorities, rules, regulations and policies.</p>	<p>1. Mentoring/ Shadowing 2. Formal Classroom 3. Manuals/websites</p>	<p>LA/STEP training; Personnel Management; OWCP; IRIS; PINQ; Pay and Leave/ Retirement  Position Classification; Qualifications Standards for GS Positions; Intro to Supervision; Interpersonal Skills Development;  Seminar for New Managers;</p>	<p>ARS- HRD; , SMART Center  USDA Grad School; MCI; AMA;  OPM</p>
<p>Ability to prepare personnel actions and knowledge of position classification procedures and Special Employment Programs.</p>	<p>1. Mentoring/ Shadowing 2. Formal Classroom 3. Manuals/websites</p>	<p>Position Classification; Qualifications Standards;  HRD training; LA/STEP training</p>	<p>MCI; AMA; USDA Grad School  ARS-HRD;</p>
<p>Knowledge of and ability to interpret administrative management policies, procedures, and operating guidelines and to implement them in accordance with existing laws, regulations, and policies.</p>	<p>1. Mentoring/ Shadowing 2. Formal Classroom 3. Distance learning/on-line</p>	<p>AFM Administrative Management Workshop; Appropriations Law;</p>	<p>ARS- Area/HQ;  MCI; USDA Grad School</p>
<p>Ability to direct facility and property management programs including vehicle fleet management, facility and infrastructure repair and maintenance, energy conservation, accessibility standards. Preventative maintenance practice/strategies, environmental issues, soace standards, revokable permits, and easements.</p>	<p>1. Mentoring/ Shadowing 2. Formal Classroom 3. Distance learning/on-line 4. Manuals</p>	<p>Basics of Property Manage-ment; Use and Disposal of Personal Property; PC- PROP;</p>	<p>MCI; USDA Grad School ARS- Area/HQ;</p>

Skill in communicating effectively with Agency and university personnel, as well as vendors, contractors, and the general public.	1. Formal Classroom 2. Distance learning/on-line 3. OJT	Basic Communication Skills; Speaking with Confidence; Interpersonal Skills: Developing Effective Relationships; Effective Writing;	SMART Center materials; MCI; USDA Grad School; REE training; local colleges; adult education centers
Skill in computer software including spreadsheets, word processors, and Agency developed software (including ARMP, SAMS, LOTS, STAR, FFIS, etc.) to prepare budget packages, inventories, administrative reports, and documents.	1. Mentoring/ Shadowing 2. Formal Classroom 3. OJT	USDA-ARS software training for individual programs	ARS, NFC; Manuals; local colleges; adult learning centers
Knowledge of personal computer fundamentals such as being able to solve minor hardware problems and perform back up procedures.	1. Formal Classroom 2. Distance learning/on-line 3. OJT	Basic Computers; specific software training i.e. spreadsheets and word processors	Local college or university; SMART Center; on-line courses
Ability to acquire basic knowledge of the program to better understand the scientific needs of the staff.	1. Mentoring/ Shadowing 2. OJT	CRIS reports, attend location seminars about research; read abstracts or manuscripts	Work with location SYs and RLs, Area Office, NPS
Knowledge of proper safety and health practices, policies, and procedures including OWCP, OSMP, and training requirements for various staff members.	1. Formal Classroom 2. Distance learning/on-line	If appropriate, CDSO Training for Federal Agencies; OSHA Laboratory and Health Safety Training; view SHEM videos.	OSHA; Area ASHEM offices
Knowledge of EEO/Civil Rights rules, regulations and guidelines including HR issues, employee relations and conflict resolution.	1. Formal Classroom 2. Distance learning/on-line 3. Printed materials	EEO for Supervisors and Managers; EEO for Federal Employees; Civil Rights training	MCI, USDA Grad School, OPM; SMART Center ARS- HRD,
Overview of AFM functions, operations, and key contacts.	1. Formal classroom 2. Visits/shadowing at HQ	AFM Workshop	HR Division, HQ Divisions and personnel
Overview of Area Office: key personnel, operating procedures, relationship to locations.	Visit to Area Office	Visit to Area Office	AAO, Area office personnel

**EXPERIENCED LAO TRAINING SKILLS MATRIX**

<b>Advanced LAO Competencies</b>	<b>Suggested Training Types</b>	<b>Suggested Courses</b>	<b>Suggested Sources</b>
Advanced knowledge of budget and fiscal administration, laws, principles, objectives, regulations, and NFC centralized accounting systems to follow specific monies from initiation through expenditure and accountability.	<ol style="list-style-type: none"> <li>1. Formal Classroom</li> <li>2. Distance learning/on-line</li> <li>3. OJT</li> </ol>	Budget Analysis Workshop; Federal Appropriations Law Refresher; Federal Cost Accounting Concepts; Congressional Briefing Seminar; ARS Refresher courses for FFIS, ARIS, BRIO, etc.	<p>Management Concepts; USDA Grad School; NFC training courses; AMA;</p> <p>ARS Area Offices and HQ</p>
Working knowledge of rules, regulations, principles, practices, and concepts related to extramural agreements and skill in formulating contractual documents.	<ol style="list-style-type: none"> <li>1. Formal Classroom</li> <li>2. Distance learning/on-line</li> <li>3. Mentoring/Shadowing</li> <li>4. Manuals</li> </ol>	Introduction to Grants and Cooperative Agreements for Federal Personnel; Budget and Accounting for Revolving Funds; Area developed training	<p>Management Concepts; USDA Grad School; AMA;</p> <p>Area office Agreements Specialists;</p>
Knowledge of human resources processing procedures, requirements, terminology and principles related to human resource management. Knowledge of Special Employment Programs, REE organizational structure, programs and occupations.	<ol style="list-style-type: none"> <li>1. Formal Classroom</li> <li>2. Distance learning/on-line</li> <li>3. OJT</li> <li>4. Shadow HR Specialist and Retirement/Pay and Leave Specialist</li> </ol>	Basic Processing of Personnel Actions; Basic Position Classification; Basic Position Management; Basic Staffing and Placement; Retirement and Benefits Seminar; Personnel Management training	<p>USDA Grad School; Management Concepts, OPM,</p> <p>ARS HRD training; SMART Center</p>
Knowledge of employee and labor relations laws and regulations with ability to analyze, interpret, and organize information.	<ol style="list-style-type: none"> <li>1. Formal Classroom</li> <li>2. Distance learning/on-line</li> <li>3. OJT</li> </ol>	Introduction to Human Resources Management; Introduction to Federal EEO; Basic Employee Relations; Constructive Conflict Resolution; Into to Labor Relations. Workplace Violence and Ethics Training, Civil Rights Training;	<p>USDA Grad School; Management Concepts, OPM,</p> <p>ARS HRD training; SMART Center</p>

Knowledge of personal computer fundamentals, data communications concepts, and basic knowledge of WAN/LAN architecture and software operation.	<ol style="list-style-type: none"> <li>1. Formal Classroom</li> <li>2. Distance learning/on-line</li> <li>3. OJT</li> <li>4. Shadow an IT specialist</li> </ol>	Introduction to Networking; Basic troubleshooting and repair	Learning Tree International Global Knowledge; ARS IT Division
Advanced knowledge of administrative regulations as they pertain to contracting, procurement, property, personnel, safety and health, and facilities management.	<ol style="list-style-type: none"> <li>1. Formal Classroom</li> <li>2. Distance learning/on-line</li> <li>3. OJT</li> </ol>	Refresher courses to maintain warrants, hiring authorities, COR, etc.	ARS HRD training; USDA Grad School; Management Concepts; faionline.com; OPM, SMART Center
Broad knowledge of the mission and functions of ARS, and in depth knowledge of the program at the specific location in order to participate in daily operations and overall planning.	<ol style="list-style-type: none"> <li>1. OJT</li> <li>2. In-house training/seminars</li> <li>3. Organize/participate in location tours</li> <li>4. Attend program reviews</li> </ol>	ARS training courses, NPS seminars/meetings, reading ARS News and Ag Research Magazine	ARS in-house programs and publications
Ability to oversee and manage programs and procedures involved in operating and maintaining a variety of special use and multi-use government owned facilities and university leased property and buildings.	<ol style="list-style-type: none"> <li>1. OJT</li> <li>2. Formal training</li> </ol>	Space Management: Office Layout Workshop; Strategic Planning; Federal Real Property Leasing; Lease Administration	ARS Property office; USDA Grad School; Management Concepts
Ability to direct an administrative and facilities management program through subordinate personnel along with ability to advise and counsel management, and staff on procedural matters within the full range of administrative duties including general services, budget and fiscal administration, and human resource issues.	<ol style="list-style-type: none"> <li>1. Formal Classroom</li> <li>2. Distance learning/on-line</li> <li>3. OJT</li> </ol>	Interpersonal Skills: Developing Effective Relationships; Resolving Conflict; Leading and Managing Change; Refresher courses from ARS	USDA Graduate School; Management Concepts; OPM; ARS HQ training
Ability to express oneself logically, concisely, and persuasively in both oral and written form to secure understanding and support from program and other officials.	<ol style="list-style-type: none"> <li>1. Formal Classroom</li> <li>2. Distance learning/on-line</li> <li>3. OJT</li> </ol>	Communicating for Results; Effective Communications with Customers; Leadership Skills and Techniques; Speaking with Confidence; Clear Writing through Critical Thinking	USDA Grad School; Management Concepts; SMART Center; OPM

Leadership skills as distinguished from management abilities. Envisioning the future, thinking strategically, inspiring others, coaching and nurturing, enabling others, challenging the process, modeling behavior.	<ol style="list-style-type: none"><li>1. Formal classroom</li><li>2. LEAD Program</li><li>3. Shadowing assignments</li><li>4. Details</li></ol>	OPM Leadership Development courses, AFM LEAD Program, AFM PLP program	OPM, AFM, SMART Center, AAOs, Division Directors, etc.
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