

**Administrative Officer
GS-0341-12**

Standard Job # 0341-12

A. Introduction

As Administrative Officer for the assigned location or clustered locations, the incumbent provides leadership in the management of business functions in support of research programs. The incumbent works closely with the location's management team to efficiently and effectively carry out all administrative operations. Such functions include management advisory services, budget, human resources, agreements, purchasing and contracting, safety, and facilities.

B. Major Duties

Participates as a full business partner with the location's management team in planning and coordinating the business management activities for the location. Serves as the primary resource for assessing needs and developing business plans to meet the administrative operational requirements of the location. In addition, is responsible for developing contacts and networks to coordinate business activities.

Serves as the primary contact for administrative matters.

Responsible for the full range of business functions as identified below (Identify percentages of time spent on each).

Management Advisory Services ____% (Must be at least 25%)

Provides management advisory services and formulates and implements Location administrative management policies, procedures, operations, goals, and objectives.

Serves as a resource for Headquarters components in one or more administrative functions to include testing and analysis of systems and participation in task groups with Area/Agency wide implications.

Identifies possible problems or anticipated changes in methods or requirements and develops a set of alternative courses for Location. Advises management officials of the potential consequences of each proposed solution, and provides recommendations to assist in making decisions.

Works closely with location and Area management officials to ensure business needs of the customer are achieved. Integrates management needs with the general business processes of the location.

**Administrative Officer
GS-0341-12**

Standard Job # 0341-12

Evaluates and modifies existing Location methods, procedures, policies, and reporting requirements.

Budget, Finance, and Accounting _____%

Serves as the primary advisor and technical resource to officials on accounting and financial management matters. Manages all phases of budget formulation, execution, and administration to include: monitoring and reallocating funds; monitoring salary lapse and recommending uses for these monies; preparing reports; directing or conducting studies; recommending approval or disapproval of allotments and commitments; monitoring spending rates and trends; anticipating planned or future program needs and major obligations or changes; and examining, analyzing, and interpreting accounting data, records, and reports.

Manages and leads the planning and execution of the Annual Resource Management Plan (ARMP) for the location.

Recommends financial accountability controls and operational procedures for ARS systems (FFIS and CATS).

Human Resources _____%

Serves as the primary liaison with the Headquarters Human Resources Division staff, ARS Office of Outreach, Diversity, and Equal Opportunity, Area Civil Rights Manager, and Area ethics advisor. Recognizes problems in these areas and brings them to the attention of appropriate ARS staff for action.

Advises management officials regarding procedures, laws, regulations, and policies dealing with workforce diversity, recruitment, merit promotion, employee and labor relations, career development, training, and other human resources related activities.

Keeps employees informed of human resources rules, policies, regulations, and procedures. Reviews requests for personnel actions and provides advice and recommendations to management officials on propriety, relative need, and special problems which may be encountered in processing such requests.

Implements and oversees the Employee Orientation Program assuring that necessary information is provided to new employees and assuring that appropriate content changes are made. As part of this activity, assures that employee id cards and Personnel Identity Verifications are completed and issued consistent with agency guidelines.

**Administrative Officer
GS-0341-12**

Standard Job # 0341-12

Assures that the delegated authority to make appointments under the Student Temporary Employment Program (STEP) and Limited Authority (LA) are appropriately administered, where applicable.

Initiates the visa process in instances where non-citizens have been selected for Location positions and assures that the appropriate visa clearance has been received before an entrance on duty date is finalized.

Agreements _____%

Advises management officials on the regulatory requirements for the development and control of all extramural agreements.

Performs cost determinations for use in negotiation of such items as overhead charges, use of facilities, personnel to be furnished, and means of compensation.

Conducts administrative review of agreement statements of work and budgets, and approves all actions prior to submission to the Area Office.

Provides assistance and guidance to the Authorized Departmental Officers' Designated Representative (ADODR) in the extramural agreements process.

Serves as Authorized Departmental Officer (ADO) with signature authority for research support and standard cooperative agreements. Oversees agreements to ensure financial plans are established and billings are prepared. Assures financial and technical performance reports and agreements are closed out.

Purchasing, Contracting, and Personal /Property Management _____%

Advises management officials and staff regarding procurement and contracting regulations, procedures, alternatives, and availability of funds. Anticipates long and short term needs and plans accordingly in order to procure supplies and services timely and within budget. Participates in long-range planning to ensure research requirements are adequately met while minimizing acquisition costs.

**Administrative Officer
GS-0341-12**

Standard Job # 0341-12

Develops preliminary contract specifications ensuring adequate documentation, statement of work approvals, clearances, justification, and funds before forwarding to management. Coordinates requests with management officials and the Area Contracting Officer.

Manages the procurement program for contracting with small businesses; service-disabled veteran-owned small businesses; woman-owned small businesses; 8(a); small disadvantaged businesses; and HUBZone businesses. Assures personnel are aware of and use required sources of supply.

Reviews acquisition files and corresponding support documentation to assure compliance with set-asides; competition requirements; procurement regulations and policy; and, appropriate file retention, disposal, and accounting of real and personal property and financial assets. Serves as location property management officer and assures completion of bi-annual personal property and vehicle reconciliation reports. Rectifies problems and assures documentation is submitted timely.

Safety _____ %

Manages and coordinates the occupational safety and health programs. Promotes sound safety and health management, implements agency policies and regulations, monitors accident and injury reporting, and assures compliance with regulations. Coordinates the inspection of facilities to evaluate compliance with safety and health policies. Makes recommendations to develop plans and establish location goals and objectives for reducing or eliminating accidents, injuries, illnesses, or damage to the environment. Recommends appropriate actions for compliance with ARS policies and standards. Assists in compiling reports, inventories, and statistics. Provides information regarding safety, health, and environmental standards and program elements to employees and management officials.

Ensures all accidents, injuries, illnesses, and environmental releases are properly reported; appropriate forms are prepared; and investigations are performed to identify causes and determine corrective actions. Verifies corrective actions have been taken.

Facilities and Real Property Asset Management _____ %

Oversees the implementation of facility and real property management and general services functions. Coordinates and oversees the following; capital improvements, land purchase, repair and maintenance program, energy retrofit program, real property inventory, real property asset management and costs, space planning and utilization, and telecommunications services and repair.

**Administrative Officer
GS-0341-12**

Standard Job # 0341-12

Directs or participates in the development of a long-range (i.e., 5 year) facilities management capital plan for all projects over \$25,000 and monitors specific plans for the maintenance and efficient use of facilities and equipment.

Implements guidance on capturing Operations and Maintenance (O&M) costs. Develops a methodology for distributing O&M costs to the appropriate building/structure. Develops a ARMPs package specifically for O&M costs.

Recommends alternatives to improve space utilization. Considers effective means to dispose of assets when unused.

Coordinates and advises on construction projects and acts as liaison between end user, contracting officer, contracting officer representative (COR), area engineer, and Headquarters personnel. May serve as the COR.

Directs and oversees the facilities' condition evaluation to determine major capital improvements and repair or maintenance requirements; prepares and justifies budget requests; conducts cost analyses for in-house vs. contracting out the work; decides the most effective manner of meeting program requirements; and works with the Area Office and Facilities Division to implement the real property requirements.

Assures that the automated system data accurately reflects the location's real property assets and meets all requirements.

Supervisory Responsibilities _____%

Supervises the following positions, technically and administratively (identify positions by title, series, and grade: _____

Provides technical and administrative supervision. Makes and approves selections for positions and recommends selections for subordinate supervisory jobs; assigns and reviews work; approves and disapproves leave; evaluates performance; identifies training requirements and arranges for training. Assures equal opportunity is extended to all employees and candidates for employment without regard to race, color, religion, sex, national origin, age, or non disqualifying handicapping conditions. Assures affirmative implementation of Equal Employment Opportunity plans of action and applicable Civil Rights provisions which includes full consideration of eligible minority group members and women in filling vacant positions; providing career counseling and orientation; enhancing career opportunities through training and

development, job redesign, and/or similar techniques; and assuring full consideration of these employees in recommending promotions, awards and other forms of recognition.

C. Evaluation Factors

Factor 1. Knowledge Required by the Position

Level 1-7, 1250 points

Knowledge of the agency's programs, regulations, policies, and goals to develop and improve management controls; enhance administrative services and procedures ; and conduct short and long range planning.

Skill in integrating Location's management services with the general management of an organization.

Skill in using sound judgment in order to evaluate goals, plans, projects, and policies and determine the impact on location programs.

Skill in applying analytical and evaluative methods and techniques to the identification, consideration, and resolution of issues and problems concerning administrative support functions (e.g. budget, agreements, purchasing and contracting, facilities management).

Skill in preparing analytical reports and other written documents presenting the facts, issues, and recommendations.

Communication skills in order to maintain effective relations with location personnel, Area staff, Headquarters personnel, immediate staff, cooperators, contractors, and other groups.

Knowledge of the rules, regulations, methods, procedures and practices in a wide variety of administrative management areas (i.e., budget, finance, contracting and procurement, facilities, personal property, human resources management, and extramural agreements).

Ability to train, mentor, and direct the work of a staff.

Ability to lead and accomplish work through others (includes conflict management, cultural awareness, team building, integrity and honesty).

Ability to communicate with individuals or groups from diverse backgrounds in a variety of situations. Includes oral and written communication, influencing/negotiating, partnering, interpersonal skills, and political savvy.

**Administrative Officer
GS-0341-12**

Standard Job # 0341-12

Factor 2. Supervisory Controls

Level 2-4, 450 points

The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done.

The employee is independently responsible for planning and carrying out the assignment, resolving most conflicts, coordinating the work with others, and interpreting policy on own initiative in terms of established objectives. The employee keeps the supervisor informed of progress and potentially controversial matters.

Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3. Guidelines

Level 3-4, 450 points

Guidelines include federal regulations, OPM, GSA, OMB, GAO, Treasury, and other circulars, regulations, directives, and various Department and agency policies and procedures. While guides establish parameters for broad administrative programs, they are insufficient for dealing specifically with unique or unusual situations or problems.

The incumbent uses judgment in interpreting and adapting guidelines to specific situations and consults with Headquarters and Area specialists when needed.

Guidelines are broad in scope and require considerable adaptation, extension and/or interpretation. Administrative policies/precedent analyses provide a basic outline of results desired, but do not go into detail as to the methods to be used.

Factor 4. Complexity

Level 4-4, 225 points

Work involves gathering information, identifying and analyzing issues, and developing recommendations to resolve substantive problems of effectiveness and efficiency of work operations. Decisions on appropriate course of action vary with the program needs and administrative requirements. The problems require modification of procedures due to the variety of work, i.e., human resources, budget, purchasing, safety and health, facilities and equipment, agreements, security, etc., and may overlap requiring extensive coordination.

The employee exercises independent judgment in obtaining and analyzing information related to problems or projects, assesses any unusual circumstances, and deals with incomplete or inconsistent data. The work is not always susceptible to direct observation and analysis (e.g., salary lapse, projected retirements, grants and agreements, and end of year funding). The work requires the analysis of business processes and the identification of sound solutions.

**Administrative Officer
GS-0341-12**

Standard Job # 0341-12

Assignments involve personal observations and planned studies to gather information; identification and analysis of the procedures, problems, or issues; and implementation of an alternative approach to improve the efficiency, effectiveness, and timeliness of administrative processes.

Factor 5. Scope and Effect

Level 5-4, 225 points

The work involves identifying and developing ways to resolve problems or cope with issues, which directly affect the accomplishment of principal program goals and objectives. This effort involves an extensive degree of tasking and coordination within the research unit and Headquarters, as well as with other organizations such as outside cooperators, universities, or special interest groups where programs overlap or are interdependent.

The work activities have a significant impact on the effectiveness of the location, area, and agency research programs. Serves on Agency-wide task groups.

Factor 6. Personal Contacts

Work requires coordination with outside activities and offices, other State and Federal government agencies, University and stakeholder entities, staff elements at higher echelons, and possibly contractors.

Factor 7. Purpose of Contacts

Level 2-c, 145 points

Purpose of contacts is not only to gather specific information regarding programs, but also to settle conflicts and resolve problems.

Factor 8. Physical Demands

Level 8-1, 5 points

The work is primarily sedentary, although there may be some walking, standing, bending, and carrying of light items, such as papers, books or small parts, or driving an automobile.

Factor 9. Work Environment

Level 9-1, 5 points

Work is typically performed in an adequately lighted and climate controlled office. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, labs, or commercial vehicles. Work requires the observance of fire regulations and safe work practices.

Total points = 2755 which is equivalent to a GS-12 (2755-3150 points)

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D. Other Considerations (Check if Applicable)

- Supervisory Responsibilities
- Training Activities – Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver’s License Required
- Pesticide Applicator’s License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: _____