



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post AMCONGEN GUAYAQUIL	2. Agency DEPARTMENT OF STATE	3a. Position Number A50034
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

Yes No

4. Reason for Submission

a. Redescription of duties: this position replaces
 (Position Number) _____, (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	GSO ADMIN. MANAGEMENT ASSISTANT/ TRAVEL, FSN-105	7		03/20/2014
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee GISELLA ARENAS
8. Office / Section US CONSULATE GENERAL	a. First Subdivision MANAGEMENT SECTION
b. Second Subdivision GENERAL SERVICES OFFICE	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position VACANT _____ Printed Name of Employee _____ Signature of employee _____ Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position XXXXXXX _____ Printed Name of Supervisor _____ Signature of Supervisor _____ Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position XXXXXXX _____ Printed Name of Chief or Agency Head _____ Signature of Section Chief or Agency Head _____ Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. XXXXXXX _____ Printed Name of Admin or Human Resources Officer _____ Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy)
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13. BASIC FUNCTION OF POSITION

Serves as assistant to the management office and the general services office handling the full range of office management duties including preparing and distributing correspondence, filing, answering the phone, requesting office supplies, etc.

Acts as Consulate travel coordinator. Provides official travel services to all USDH Americans, LES and VIP visitors.

Uses government purchase card to purchase needed items for the management section.

Serves as backup to the HR Assistant as well as limitedly backs-up GSO Management Assistant, for clerical functions only.

Serves as backup GSO Sub-cashier, only in case of long-term absence.

14. MAJOR DUTIES AND RESPONSIBILITIES

% of Time

TRAVEL AND VIP VISITS

50%

- Arranges for E2 travel for Guayaquil.
- Is the Super Travel Arranger for the entire USDH and LE staff.
- Specializes in all US Department of State travel regulations.
- Processes all vouchers for all official travel by USDH or LES.
- Prepares country clearance cables for Management Section travel and visitors as well as for VIP visitors for the approval of the Management Officer.
- Creates weekly Consulate Visitor's List.
- Prepares travel orders, travel advance forms (when requested) and travel vouchers for official Management Section travel using the Travel Manager Software program.
- Obtains funding approval for all State Department travel orders from FMO in Quito.
- Maintains contacts with hotels most frequently used by USG travelers. Negotiates government rates. Makes hotel reservations for official Management Section travel and VIP visits. Obtains information for and prepares Hotel and Restaurant Report every two years.
- Prepares travel ICASS workload counts for submission to Quito.
- Ensures bills from travel agencies are correct.
- Acts as Consulate travel coordinator, providing advice and assistance to the agency/section travel coordinators as needed.
- Acts as Consulate coordinator for VIP visits, arranging for lodging, local transportation, Guayaquil information packets, sightseeing tours, shopping trips, etc., as requested.
- Acts as Management section contact for major events in conjunction with other GSO Assistants. Includes arranging for lodging, local transportation, procurement, as requested.
- E-country clearance

PURCHASING AND FINANCE

20%

- Purchase card holder (NOT procurement team)
 - Uses Government Purchase Card with \$3,000 limit for the purchase of items for the management and GSO sections, such as travel insurance, supplies, and other items as needed
 - Exercises considerable discretion on purchase card utilization. Must obtain funding confirmation or bulk funding and get all required documentation to proceed with purchase and payment.
- Payments processing
 - Receives all invoices for goods/services purchased at Consulate Guayaquil
 - Reconciles information with receiving reports and purchase order files to ensure accurate information
 - Sends bills to FMO at Embassy Quito for prompt payment (30 days after receipt of items)
- Contracting Officer's Representative
 - Serves as COR for some Management Contracts, to include the school bus contract as well as a back-up to the Language Instruction Contracts (total value is greater than \$200,000)
 - Assists other CORs within the Management section

CLERICAL DUTIES, Shipping

15%

- Serves as back-up to the GSO Management Assistant for clerical functions only
- Helps enter data into the tracking forms for the section.
- Prepares letters and any other memorandums as needed (most of these letters are standard format letters, required for the processing of shipments).
- Copies documents, and files records according to established procedures.
- Organizes invoices for payment.
- Assists in preparation of needed documents to sell vehicles and for the free-entry importation of all shipments.
- Assists in the registrations process, including the acquisition of insurance, for official and personally owned vehicles for four agencies (DHS, DEA, TAT, and State).
- Maintains shipping files with guidance from GSO Management Assistant

CLERICAL DUTIES, Other

10%

- Prepares letters, management notices, briefing materials, section weekly report and other documents for Management Officer's clearance and/or signature. Handles paper flow from and to Management Officer's desk including correspondence, travel orders, purchase orders, etc.
- Answers phone calls, takes messages and places outgoing calls.
- Maintains management files, including preparing new files for the calendar year and doing all filing.
- Screens visitors and refers them to other staff members and offices as appropriate.
- Coordinates use of the ConGen conference rooms and multi-purpose room.



- Makes routine appointments and provides Management Officer with background information for meetings. Maintains liaison with the Consulate sections and other offices to facilitate communication.
- Requests office supplies (approx. \$1500 per month) and maintains management supply cabinet.
- Edits material from management staff for proper grammar, spelling, format, etc. Provides translation services as needed.
- Assembles and processes paperwork for overseas school grants program.
- Acts as Management Section intranet web content coordinator.

OTHER DUTIES AS REQUIRED**5%**

- Including: Serves as back-up to HR Assistant and backup GSO sub-cashier.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. REQUIRED QUALIFICATIONS

- a. **EDUCATION:** Two years university education in Business related or English Language related subjects are required.
- b. **PRIOR WORK EXPERIENCE:** Two years of office experience working with customers is required.
- c. **POST ENTRY TRAINING:** FAM and on-the-job training by the Management Officer. PK205 Travel Documents Processing, ILMS ARIBA, eTravel application, Smith Systems Training
- d. **LANGUAGE PROFICIENCY:** Level IV (fluent) written /spoken English and Spanish are required.
- e. **KNOWLEDGE:** Must have knowledge of office management procedures and administration.
- f. **SKILLS AND ABILITIES:** Considerable tact, discretion, judgment and diplomacy are required. Must be able to Type (40 words or more per minute). Must have intermediate computer skills in Microsoft Word, Excel and Outlook and basic computer skills in Power Point. Must have a Class B driver's license.

16. POSITION ELEMENTS

- a. **SUPERVISION RECEIVED:** Direct supervision from the GSO, work guidance received by GSO Management Assistant
- b. **AVAILABLE GUIDELINES:** Established office procedures, regulations and guidelines. TAG manuals for telegrams. FAM and FAH. Management websites.
- c. **EXERCISE OF JUDGMENT:** Considerable judgment, initiative and follow-up are required.
- d. **AUTHORITY TO MAKE COMMITMENTS:** None
- e. **NATURE, LEVEL AND PURPOSE OF CONTACTS:** Embassy Quito colleagues, Consulate personnel requesting Management Section services, local vendors and repair shops, VIP visitors.
- f. **SUPERVISION EXERCISED:** None.
- g. **TIME EXPECTED TO REACH FULL PERFORMANCE LEVEL:** None.