INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
EMBASSY, BRIDGETOWN	STATE	C70110

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Affairs Office Manager FSN-0120	FSN-07		02/05/2009
b. Other				
c. Proposed by Initiating Office	PAO Administrative Assistant/Office Manager			

6. POST TITLE POSITION (if different from official title) Public Affairs Section - Administrative	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION Public Affairs Section	b. Second Subdivision
a. First Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

Typed Name and Signature of Employee _____ Date(mm-dd-yy) _____

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Supervisor _____ Date(mm-dd-yy) _____

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.

Typed Name and Signature of Section Chief or Agency Head _____ Date(mm-dd-yy) _____

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.

Typed Name and Signature of Admin or Human Resources _____ Date(mm-dd-yy) _____

13. BASIC FUNCTION OF POSITION

As assistant to the Public Affairs Officer for administrative matters, the PAS Administrative Assistant is responsible for all financial and programming resources for a post with two American officers and seven Foreign Service Locally Employed Staff (LEStaff) which cover the seven Eastern Caribbean islands and the OECS. The incumbent works closely with budget personnel at the Embassy and in Washington as well as with local venders, airlines and hotels. The PAS Administrative Assistant tracks finances and keeps cuff accounts of PD section's travel, representational and programming accounts as well as all special funds accounts. Serves as PD liaison with embassy financial management and general services sections, and other sections' office managers. Assists with logistical aspects of the section's speaker and cultural programs, and manages the official travel of the Public Affairs Officer (PAO) and Deputy Public Affairs Officer (DPAO). The PAS Administrative Assistant reports to the PAO or in the PAO's absence, the DPAO.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

Budget and Financial 50%

a. Reviews proposed and actual programming expenditures and keeps cuff records of representational, travel and programming accounts for PAO reference. Reconciles accounts and obligations with Embassy FMO. Reviews representational and travel authorizations for PD section, submits all PD section requests for administrative and programming supplies to Embassy procurement section; ensures that accurate fiscal data is used; Prepares PD Time & Attendance reports.

b. Oversees logistics and all details in visiting speakers and cultural performing groups both here and other Caribbean islands. Solicit bids for conference sites, office services and other office needs. Keeps track of day-to-day movement in PD Field Budget Plan. Liaises with the Fulbright, International Visitor and Speakers offices in ECA and IIP and their contracting agencies to verify and ensure correct usage of post funds maintained in Washington.

c. Researches and drafts grants documents for PD programs. Also drafts specialized grants documents, tracks finances and keeps cuff accounts of the Ambassador's Fund for Cultural Preservation, and other special funds which PD manages but which are not funded by PAS funds. Maintains contact with grantees to ensure that terms of grants are honored and that receipts are correctly accounted for. Enters all grants documents in Washington's Grants Database Management System. May periodically conduct site visits of grantees.

d. Is responsible for overseeing and maintaining routine office operations; maintains grants filing system, submits weekly office supply requests, checks daily cable traffic, Provides logistical support for PD programs. Performs related duties as required by the PAO. Drafts correspondence and memos for PAO'S signature. Arranges meetings and/or conference calls; completes and routes all administrative documents.

Programming 50%

a. Works with PAO and other department personnel to suggest speaker programs and request and select appropriate speakers, specialists and cultural events throughout the region; inclusive of digital video conferencing. Develops program and schedule including lectures, workshops, and appointments with officials and representational events. When feasible, identifies local co-sponsors.

Coordinates local planning to seek waivers for taxes and work permits, reductions on hotel, venue and transportation costs, other necessary services and the speakers' schedule. Escorts performer to other islands if PAO, DPAO or other officer is not able to travel. Assists with publicity and media coverage.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of an associate degree in business administration, management or accounting is required.

b. Prior Work Experience:

Two to three years experience in administration or management required; minimum of 1 year management or administration experience in the fields of communications, business, education or culture, required.

c. Post Entry Training:

Specialized training in, PD Cuff Accounts, Fulbright program, PD fund-raising Regulations, Grants Management and Processing including Grants Database Management System, International Visitor and Voluntary Visitors programs, ECA programs, WebGram, WebPASS, PDMat, eGlobal Travel and AFCP Database.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and

specialization (sp/read):

FSI level V in reading, writing and speaking English.

e. Job Knowledge:

A good understanding of State Department practices, personnel, travel and other administrative procedures, regulations, requirements, and accounting procedures. Understanding of Public Diplomacy; its programs, resources, materials, equipment and management techniques; strong knowledge of word processing, spreadsheets and databases.

f. Skills, and Abilities

Ability to work well with others in the Public Diplomacy Section and other embassy personnel in planning, co-ordinating, and carrying out multi-media thematic and cultural programs, ability to independently plan, organize, and carry out assigned responsibilities using contacts, technology, traditional programs and creative ideas. Ability to work well with key audiences and contacts, American officers and LEStaff. Incumbent must be able to identify grammatical errors in written and spoken communication. Ability to anticipate and assess problems and develop solutions; possess common sense; ability to develop and maintain productive business contacts; consistently error-free typing at level II; ability to use word processor, calculator; and full-range of MicroSoft Office programs, including Excel. Ability to work well under pressure, skilled at multi-tasking.

16. POSITION ELEMENTS

a. Supervision Received:

For most day-to-day functions, the incumbent operates independently within general guidelines. Consults with PAO and DPAO on new or unusual programs or situations.

b. Supervision Exercised:

Creates and oversees local planning committees handling logistics for PD activities as assigned. Ensures that these committees and individuals make the necessary arrangements for accommodations, venues, transportation, supplies, publicity etc.

c. Available Guidelines:

State FAM, handbooks, ECA, IIP, and Fulbright regulations.

d. Exercise of Judgment:

Exercises considerable judgment when making recommendations on exchange candidates, grants, U.S. speakers and specialists, cultural presentation, guest lists for PD and Embassy events. Also must use judgment and knowledge of Eastern Caribbean society and American goals to recommend and plan the PD medium and message to best explain the USG's position on specific and general issues as well as overall U.S. foreign policy. Makes on-the-spot decisions when representing the PAO. Must be able to resolve post's administrative/management requirements within statutory regulations and to devise creative solutions to urgent situations involving program objectives. Must research and recommend solutions to PAO to problems as they arise. Uses judgment and discretion to monitor grants and assure that grantees understand and follow the terms of their grant accountably.

e. Authority to Make Commitments:

Can give preliminary agreement to cost of venues for cultural and other programs. May negotiate with hotels, travel personnel and officials on reductions on venues, hotels, travel costs, work permits, departure fee etc. for USG projects and programs.

f. Nature, Level, and Purpose of Contacts:

Given the nature and variety of PD programs the assistant must develop and maintain significant contacts at every level of society. These contacts range from permanent secretaries, heads of departments, leaders of civil society, religious leaders, performing artists, heads of social agencies, non-governmental organizations, service and volunteer clubs, youth groups and associations, professional organizations and intra-regional organizations. Nature of contact is to determine feasibility of PD events negotiate participation in those events of speakers, performers or participants and to negotiate costs of venues and services and waivers of taxes and work permits and the like. Nature of contact is also to explain PD programs to supervisors and solicit their permission for staff members to participate in programs including travel to the US and suggestions of appropriate topics and activities. Also maintains contacts with budget personnel in Washington and the Embassy to ensure proper accounting for and use of funds.

g. Time Expected to Reach Full Performance Level:

With requisite experience, a new employee should be able to assume the full range of duties after one year.