



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. Post Belmopan, Belize	2. Agency Department of State	3a. Position Number 310901 100268
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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 New Position - Classification)

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority HRO/FRC	Administrative Assistant, 0105	FSN		3/30/2016
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title) OBO Administrative Assistant	7. Name of Employee
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8. Office / Section Overseas Building Operations (OBO)/ Existing Office Building Renovation (EOBR)	a. First Subdivision: Overseas Building Operations (OBO)
b. Second	b. Third Subdivision:

9. This is a complete and accurate description of the duties and responsibilities of my position	10. This is a complete and accurate description of the duties and responsibilities of this position
<p style="text-align: center;">_____</p> <p style="text-align: center;">Printed Name of Employee</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of employee Date (mm-dd-yyyy)</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Printed Name of Supervisor</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Supervisor Date (mm-dd-yyyy)</p>

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	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.
<p style="text-align: center;">_____</p> <p style="text-align: center;">Printed Name of Chief or Agency Head</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Section Chief or Agency Head Date (mm-dd-yyyy)</p>	<p style="text-align: center;">_____</p> <p style="text-align: center;">Printed Name of Admin or Human Resources Officer</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Admin or Human Resources Officer Date (mm-dd-yyyy)</p>

13. Basic Function of Position
 The Administrative Assistant furnishes a wide range of administrative assistance to the OBO Project Director (PD) and other OBO management staff for the Marine Security Guard Residence (MSGR)/Existing Office Building Renovation (EOBR) project in Belmopan. Incumbent is responsible to the OBO PD for administrative management of OBO's resources and activities, including but not limited to financial, procurement and supplies, computer network, shipping and travel, personnel, maintenance management for official furnishings and office administration and management. Incumbent provides project support, coordinates logistics, assists and administers budget preparation of approximately \$500 USD per month and procurement activities. As an incidental driver, the incumbent operates a passenger motor vehicle to transport OBO personnel, officials and VIP visitors, performs messenger and delivery work, including the pickup and delivery of documents or carrying out various other important errands as assigned.

14. Major Duties and Responsibilities **100% OF TIME**

15. Qualifications Required For Effective Performance**a. Education:**

Associate's degree in business administration is required.

b. Prior Work Experience:

Three years of office management work is required.

c. Post Entry Training:

On-the-job training. PA-453 – Ethics Orientation for New LE Staff; PA-459; Service; EX-251 - Annual Counterintelligence and Insider Threat Awareness Training course, MOOSPEA01 - Getting Started with SharePoint 2010, PA376 - ILMS Overseas Ariba Requester Training, Time & Attendance training, 8 hours Smith's Defense Driving Training, PA-496 LE Staff Performance Management Evaluation.

d. Language Proficiency: Level IV (fluent working knowledge) speaking/reading/writing English is required.

e. Job Knowledge:

A thorough knowledge of office management functions, service, procedures and standard information sources is desired.

f. Skills, and Abilities:

The ability to manage staff with tact in office situations and meet and greet visitors. 35 words per minute typing speed. Ability to research and find supporting data from a variety of sources. Demonstrated skills in the use of computer word processing, basic knowledge of bookkeeping software and other office equipment, as well as the ability to assist in management of the office computer network. Good working knowledge of Microsoft Office Word, Outlook, and Excel. Incumbent must be skilled in managing an office budget of approximately \$500 USD per month for office supply. Ability to work under pressure; ability to work effectively in a construction environment is required. Must possess a valid driver's license.

16. Position elements**a. Supervision Received:**

Incumbent works under the supervision of the OBO Project Director.

b. Supervision Exercised:

None.

c. Available Guidelines:

OBO Construction Management Guidelines, OBO notices and bulletins; State Department Foreign Affairs Manual; Embassy administrative notices and bulletins.

d. Exercise of Judgment:

Incumbent must exercise good judgment in setting up meetings with local authorities, contractors, and in referring or responding to inquiries. Independent action and sound judgment required in maintaining administrative operations.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts: Incumbent screens all visitors to OBO PD office, sets up meetings for PD with local government construction agencies, and responds to telephone calls. Incumbent liaises with internal personnel, such as management, GSO, Finance, HR, regarding questions and requests on routine daily operations.

g. Time Expected to Reach Full Performance Level: Six months.



45% of Time

Incumbent handles all OBO management office support activities for the MSGR/ EOBR project. The OBO Administrative Assistant is responsible to assist with budget preparation (\$500 USD per month) and provide guidance, suggestions, and advice to OBO PD and OBO management staff on all budget matters including procurement, quotations, cost, and quality assurance. Incumbent is responsible for upgrading and updating all office equipment, supplies and furnishings in order to maintain a superior business standard for the office. Incumbent conducts administrative management studies to determine the possible ways and means for effecting, efficient and economic administrative operations. Incumbent works as a liaison between OBO and Financial Management Office (FMO), the General Services Office (GSO), Human Resources (HR), for budget, procurement costs, and personnel. Incumbent is also the liaison with Embassy contracting officer for necessary procurement actions. Incumbent is responsible to track the office budget for supplies, accounts, purchases, credit cards, procurement, and inventory. If authorized, incumbent disburses, maintains, records and reports petty-cash expenditures. Incumbent maintains logs and records of meetings with the host country and municipality building permitting for the PD. AA is responsible to draft official correspondence to both the contractor, as well as the local government authorities, to support the construction of the Belmopan Marine Security Guard Residence (MSGR)/Existing Office Building (EOB) well as coordinate and assist with the preparation of all office reports made to the Embassy and OBO.

20% of Time

Incumbent organizes office computer network, manages system access control and maintains operational protocols (including submitting e-service requests as needed). Incumbent establishes office file system and ensures system integrity is maintained. Incumbent administers requirements for the engineering and other professional education programs for the staff as required. Incumbent is the primary Time and Attendance record-keeper for the OBO personnel. Functions are sometimes considered very complex such as managing the office computer network, scheduling computer maintenance, managing computer system backups.

20% of Time

Incumbent serves as a personal assistant to the OBO PD and handles all PD's travel, general and congressional correspondence and provides support information. Incumbent will be responsible for making travel arrangements of other OBO personnel visitors and TDYers, including, handling reservations, booking hotels, submitting and tracking country clearance requests. Incumbent will be responsible for keeping track of all leave plans for OBO personnel.

15 % of Time

As an incidental driver, the incumbent operates a passenger motor vehicle to transport OBO personnel, officials and VIP visitors, and performs minor preventive maintenance. Performs messenger and delivery work, including the pickup and delivery of documents or carrying out various other important errands as assigned.

Incumbent is a designated money holder in accordance with 4FAH-3 H-394.4. Incumbent is personally responsible to the Cashier for any funds received in advance and in accordance with the designated memo on file.

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 supervisor.