



### INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

**1. POST**

Bogota

**2. AGENCY**

Department of State

**3a. POSITION NO.**

311001 97866523

**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

Realty Assistant, 820

FSN-8 /  
FP-6

b. Other

c. Proposed by Initiating Office

**6. Post Title Position (if different from official title)**

**7. Name of Employee**

**8. Office/Section**

Management Office (MGT)

**a. First Subdivision**

General Service Office (GSO)

**b. Second Subdivision**

Housing Unit (HOU)

**c. 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.**

Printed Name of Employee

Printed Name of Supervisor

Signature of Employee

Date (mm-dd-yyyy)

Signature of Supervisor

Date (mm-dd-yyyy)

**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 the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.**

Printed Name of Chief or Agency Head

Printed Name of Admin or Human Resources Officer

Signature of Chief or Agency Head

Date (mm-dd-yyyy)

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

**13. Basic Function Of Position**

The realty assistant negotiates, amends, and drafts residential and functional leases for all agencies at the embassy under inventory valued at \$13,000,000.00 annually. Negotiates changes to existing leases based on research in and knowledge of the local real property market. The realty assistant prepares waivers for leases to be sent to Washington when required. Assists in the preparation of the Real Property Application report required by the Office of Building Operations in Washington. The employee may serve as the back-up of the Senior Realty Specialist (Housing Supervisor) as needed.

## 14. Major Duties And Responsibilities

**% OF TIME**

**75%**

- Participates in real-property discussions for leased residential and functional properties for Mission Colombia.
- Assists with the management of the Post Housing Program and the daily operations of the Housing Office.
- Housing Pool :
  - Recommends selection of apartments based upon DOS Housing Standards (A-171 and amendments and knowledge on 15 FAM 700, Post Housing Policy) and suggests re-assignments of newly arriving employees, taking into account employee grade, family size and arrival date.
- Turn-over of apartments:
  - Collaborates on scheduling housing departure inspections. Based on inspection reports and lease agreements, contacts landlords concerning needed repairs and negotiates specific items such as painting, replacement of carpets, drapes, stove, oven, etc. Discusses with landlords as to whether their contractors or embassy contractors (via rent reduction) will complete the work. Reviews repair bill estimates and other expenses paid by the USG in support of the government-leased housing program.
  - If the landlord gives authorization to the Embassy to send their contractors, the incumbent schedules and coordinate all work with the contractors chosen by the landlord. Ensure that all work requested is handled properly and in a timely manner, based on service standards implemented by GSO. Coordinates a final inspection to ensure that the requested make-ready was done as per post standards.
  - Plan, schedule and coordinate the delivery of furniture, appliances and the welcome kit; ensures the Embassy locksmith changes locks to the front door, back door and storage room, replaces smoke detectors and fire extinguishers.
  - Resolves issues surrounding housing departure inspections. Based on inspections and lease requirements, negotiates painting, replacement of carpets, drapes, appliances, and other improvements. When needed coordinates work and resolves problems between contractors and landlords.
  - If work is not performed promptly or properly, reengages the landlord to resolve the issues and recommends rent deductions when appropriate.
  - Schedules and coordinates with the property office the arrival of furniture, appliances, and welcome kit; schedules deliveries and deposits with building administrators.
  - Provides the sponsor or the new tenant keys, welcome information, and the entry letter for the building gate.

Assists the GSO Assistant in Cartagena:

- Reviews with the GSO and the GSO Assistant the apartments to be discarded.
  - Drafts correspondence to landlords on apartment leases to terminate.
  - Drafts documents of termination leases, follows up on lessor compliance's and on payment or reimbursement to landlord of any bills and drafts necessary correspondence, etc.
  - Requests the lessor to make a prorated refund of any rent payments made for periods beyond the date the lease is terminated.
  - Reviews vouchers for rental payments for FMC.
  - Provides clearances on FMC lease payments cables.
  - Certifies utility bills payments (electricity, water, gas and telephone) for all agencies under the Housing Pool from FMC.
  - Based on number of leases maintained and the Net Square Meters Occupied by each agency; prepares the housing ICASS Workload Count of each agency and submits it to FMC.
  - Requests and makes recommendations for Housing BPA's for each Fiscal Year.
  - Prepares and drafts updates and reporting activities associates with the DOS Office of Foreign Buildings (A/OBO) Real Estate Management System. This includes input of required statistical reporting data on all government-owned and short-term leased properties.
- Maintains files for all apartments in the Housing Pool.
- Assists in other areas of the GSO operations when and where is required and as directed by the S/GSO or A/GSO.
- OSC (formerly MilGroup) LQA Housing:
  - Provides in-brief to all new OSC personnel to determine needs and provide an overview of the local renting process.
  - Requests initial inspections from security and facilities.
  - Requests landlord name checks from RSO.

**15%**

- Provides housing assignment information to present to the IAHB for approval.
- Drafts leases.
- Request for locks to be changed.
- Includes the new addition in the RPA and the residential phone list.
- Keeps RPA updated.
- Assists departing employee with returning the apartment back to the landlord.

**10%**

- Assists with the management of the Post Housing Program and daily operations of the General Services Housing Office:
  - Follows up on utility and other bills for departing tenants
  - Provides information on housing issues to Management and other agencies.
  - Assists customer with housing information.
  - Provides information to the customer on internet and television services.
  - Preparation of ICASS reports.
  - Provides cross-training to housing colleagues when needed.
  - Assist in other duties as assigned.
  - The employee may serve as the backup of the General Services Assistant # 97966003

***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. Qualifications Required For Effective Performance**

### **a. Education:**

College degree in business administration or equivalent in Law, accounting, or economics is required.

### **b. Prior Work Experience:**

At least two years of work experience in real estate, realty marketing or contracting including negotiation.

### **c. Post Entry Training:**

On the job RPA/PASS orientation.

PA265 - FSN Housing Workshop. 15 FAM and other OBO guidelines.

### **d. Language Proficiency:**

Spanish Level 4 (fluent) is required. English level 4 (fluent) is required.

### **e. Knowledge:**

Good knowledge of Colombian real estate practices and capabilities of local real estate agencies, including understanding of local pricing/rental customs and practices is required.

Develop good working knowledge of 15 FAM, FAR, OBO Real Property Regulations and procedures, DOS housing and contracting standards.

### **f. Skills and Abilities:**

- Must possess excellent interpersonal and negotiation skills for relationships with colleagues, landlords, real estate agents, and contractors.
- Must have good computer skills, including the use of Microsoft Word and Excel.

## **16. Position Elements**

### **a. Supervision Received:**

This position is supervised by the Senior Realty Specialist/Housing Supervisor # A52510, who provides overall guidance but has the ability to work independently as directed. The General Services Officer is the second line supervisor.

**b. Available Guidelines:**

15 FAM regulations, Real Estate Property Application, Mission Housing Policy and local market rental practices.

**c. Exercise of Judgment:**

The incumbent must have the ability to exercise sound judgment in dealing with U.S. Government personnel, landlords, contractors, utility services and building administrations. Demonstrate good tact and have a strong ability to prioritize and deal with multiple demands.

**d. Authority to Make Commitments**

The incumbent is authorized to negotiate with prior guidance and approval of the GSO on rental/renewal of residential units, office space, hangars, repeater sites and warehouses for the Mission.

**e. Nature, Level and Purpose of Contacts:**

Lease negotiations with landlords which includes many prominent members of Colombian society, American employees of all ranks, managers of remodeling and architectural firms, working level personnel in other mission offices, agency representatives, mid and senior managers of real estate companies and mid-level managers of utility services companies. At any given time, this employee could be responsible for up to 30 contractors.

**f. Supervision Exercised**

None.

**g. Time Required to Perform Full Range of Duties after Entry into the Position**

One year.