

Field Open Source Officer, Level I **Position Description**

Summary: This is the entry level Field Open Source Officer (FOSO) position in the Open Source Center (OSC). The Level I FOSO builds media expertise in a particular country, region, or topic, and is focused on learning the knowledge and skills needed to perform the full range of FOSO work. With guidance, incumbents of Level I FOSO positions collect appropriate open source reporting on clearly defined topics of interest and prepare informational products describing and summarizing the content.

Working closely with more experienced officers, the Level I FOSO is a member of a virtual international team that also includes independent contract translators and U.S. staff. Incumbents of Level I FOSO positions coordinate with other staff members and learn about collection and reporting priorities for a country, region, or topic; different product types; and the range of customer interests.

Duties and Responsibilities:

1. With guidance, evaluates media and media environments and information requirements
 - Reads media characterizations, media guides, web reference reports, source descriptors, commentator profiles, and other media analysis products.
 - Makes initial assessment of the value of various open media information sources.
 - Identifies trends and relationships evidenced in the media.
 - With guidance, assesses print, broadcast, Internet, and gray literature sources and evaluates objective features of sources on coverage in collection area.
2. With guidance, collects open source information relevant to specified coverage area.
 - Identifies and selects open source information relevant to clearly defined issues within a specified coverage area.
 - Categorizes open source information using necessary data.
3. With guidance, exploits open source media in coverage area.
 - Scans or monitors media in languages pertinent to the coverage area.
 - Exploits broadcast and print media, the Internet and other digital sources of information, and gray literature.
 - Conducts basic Internet and database searches, learning relevant search techniques.
4. With guidance, creates informational OSC products.
 - Drafts specified informational products that comply with production standards, identifying the most appropriate form of processing and clearly describing the content of the material.
 - With guidance, identifies and integrates relevant graphics, media clips, hyperlinks, or other multimedia objects into products

- With assistance, contributes to the creation of multimedia products using the full range of OSC database resources and video material from other sources, Processes selected material from the full range of open sources; translations from the vernacular are rendered in clear idiomatic English.
 - Tags open source information with data necessary for categorization and retrieval.
5. Participates in management of content on the OSC corporate web-based dissemination platform
 - With guidance, identifies open source information already processed by other OSC components to highlight issues of interest to website customers.
 - Uses established technical tools to add multimedia elements to draw attention to and increase the impact of urgent or notable items of interest to program customers.
 6. Develops relationships with colleagues and understanding of customer requirements.
 - Initiates relationships with colleagues in the local work unit to enhance information gathering and analytic capability.
 - Develops positive working relationships with US staff officers and locally employed staff at local embassy or military command.
 - Helps to monitor customer requests and interests and supplies responsive open source reporting.
 7. Develops knowledge and skills through guided and self-initiated development activities.
 - Learns organizational policies and regulations, local laws and prevailing practices, and State Department policies applicable to work unit and specified duties.
 - Attends classes to increase professional competency.
 - Participates in on-the-job training and mentoring, seeking to improve own knowledge and skills.
 8. With guidance, develops skills required to coordinate team operations during duty hours.
 - Learns to coordinate execution of ad hoc taskings and alert colleagues to incoming guidance and requirements.
 - Learns to compose and respond to operational messages as necessary and to handle queries from customers and other OSC components and partners.
 - Learns to recognize major developments, identify who needs to be alerted, and propose appropriate action.
 - Monitors released products and OpenSource.gov and alerts colleagues to need for action to correct technical and substantive errors.
 9. Other duties as assigned.

Knowledge, Skills, Abilities:

- Professional-level proficiency (able to speak and comprehend the language with sufficient structural accuracy and vocabulary to participate effectively in most conversations) in reading and understanding English in addition to other languages pertinent to the coverage area; ability to translate selected print and voice material into clear idiomatic English from other languages.
- Ability to communicate clearly, both orally and in writing.
- Significant knowledge of media in a geographic region, including understanding of media environments, applicable trends, and their impact.
- Ability to use critical thinking/analytical skills to process large amounts of information, detects relevant factors, and discerns most important elements.
- Ability to use interpersonal skills and work collaboratively and effectively in a fast-paced, often high-pressure, multicultural, dispersed team environment.
- Ability to use and/or learn computer applications and the Internet and multimedia skills.
- Ability and willingness to perform a wide variety of tasks, change focus quickly, and adapt work habits/schedule to meet mission requirements.
- Ability to use time management and organizational skills to complete work requirements in a timely manner.
- Ability and willingness to continually update and acquire new knowledge and skills.

Supervision Given and Received:

Given: The Level I FOSO does not supervise any employees.

Received: The Level I FOSO is under the general supervision of a Bureau Chief and/or Deputy Bureau Chief and may be under the direct supervision of a more senior FOSO, or an LHS Manager. The Level I FOSO exercises a degree of independent judgment and performs somewhat difficult and responsible work in a professional occupation requiring considerable training/experience and a broad working knowledge of a special and complex subject matter.

Work Environment:

Work is performed in an office environment, including extensive periods requiring the use of computer terminals to accomplish work objectives.

Minimum Qualifications:

Education:

A University degree (three- or four-year) in area studies, media studies, or another applicable field such as journalism, political science, economics, or history.

Special Requirements:

The FOSO may be required to work extended hours, weekends, and holidays.