



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
--------------------------------------	---	---------------------

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	CG OMA, FSN-105	6		
b. Other				
c. Proposed by Initiating Office				

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

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

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

13. BASIC FUNCTION OF POSITION:

The Office Management Assistant provides a full range of administrative support services to the Consul General to include maintaining the Consul General's appointment calendar, receiving phone calls and visitors, drafting correspondence, planning meetings and events and coordinating travel. Serves as timekeeper for all personnel reporting directly to the Consul General.

14. MAJOR DUTIES AND RESPONSIBILITIES:

Provides administrative support services to the Consul General 100%

Maintains the Consul General's appointment calendar. Proactively resolves appointment conflicts and provides alternatives for most effective scheduling. Maintains all records and files for the Front Office. Coordinates representational functions, assists in drafting of guest lists and reviews and directs delivery of invitations. Reviews, prioritizes and appropriately routes unclassified correspondence, cables, diplomatic notes and faxes. Drafts outgoing correspondence bound for internal and external audiences. Makes domestic and international travel arrangements for the Consul General. Prepares and submits travel authorizations, travel reimbursement and representational vouchers. Receives official visitors including host government officials, business leaders and prominent local society members. Receives and screens incoming telephone calls and places outgoing telephone calls on behalf of the Consul General. Continuously reviews administrative procedures in order to ensure the most efficient document flow and communication between the Front Office, section heads and Mission personnel. Serves as timekeeper for personnel reporting directly to the Consul General.

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. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

A. Education: High school diploma (or GED equivalent).

B. Prior Work Experience: At least two years' experience working in an executive assistant, administrative support or clerical position.

C. Post Entry Training: PK197 E2 Solutions Traveler, PA198 E2 Solutions Travel Approver, PK196 E2 Solutions Travel Arranger, PA376 ILMS Overseas Ariba Requester, PS530 SMART Messaging: A Course for Users, PK207 Files and Record Management, GFS50 – Basics of Time & Attendance for Overseas Staff, AD01A02 – Administrative Professionals: Common Administrative Support Tasks. Familiarization with relevant FAM/FAH sections.

D. Language Proficiency: Level IV S/R English, Level III S/R Spanish.

E. Job Knowledge: Standard administrative, clerical and secretarial procedures in an office environment. Working knowledge of host government organization and local business practices to include common governmental, business and social protocols.

F. Skills and Abilities: Strong written and spoken communication skills in both English and Spanish. Excellent organizational skills. Thorough knowledge of Microsoft Office applications (Outlook, Word, Excel, PowerPoint). Expert administrative management skills including the ability to track and follow up on numerous assigned tasks, projects and deadlines. Ability to interact effectively with internal clients at all levels as well as members of host government and local society.

16. POSITION ELEMENTS

A. Supervision Received: Directly supervised by the Consul General.

B. Supervision Exercised: None

C. Available Guidelines: Foreign Affairs Handbook, Foreign Affairs Manual, Post policies.

D. Exercise of Judgement: Must effectively plan and implement daily work in order to consistently meet deadlines. Within established parameters, makes decisions regarding the Consul General's personal schedule.

E. Authority to Make Commitments: None

F. Nature, Level and Purpose of Contacts: Daily contact with internal Consulate General personnel at all levels regarding work flow, assignments and scheduling. Regular contact with host and local government officials, business leaders and social contacts at the upper and mid-level related to scheduling of official meetings and events.

G. Time Expected to Reach Full Performance Level: 6 months