



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 DOS	3a. Position Number 97237002
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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. Redescription of duties: This position replaces
 (Position Number) _____ (Title) _____ (Series) _____ (Grade) _____

b. New Position _____

c. Other (explain) **VACANT POSITION**

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Community Liaison Officer	FP-06		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee VACANT
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8. Office/Section MANAGEMENT SECTION	a. First Subdivision COMMUNITY LIAISON OFFICE
b. Second Subdivision	c. Third Subdivision

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

Printed Name of Employee

Signature of Employee

Date (mm-dd-yyyy)

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

MANAGEMENT OFFICER

Printed Name of Supervisor

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.

MANAGEMENT OFFICER

Printed Name of Chief or Agency Head

Signature of Section Chief or Agency Head

Date (mm-dd-yyyy)

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.

MANAGEMENT OFFICER

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function Of Position
 The Community Liaison Office Coordinator (CLO) develops and manages a comprehensive post program to maintain high morale. Morale is directly affected by quality of life issues related to the FS lifestyle and post-specific environment. Environmental factors include but are not limited to lack of infrastructure, host-country mores and laws, sanitation and health issues, hardship, danger, and isolation. The CLO identifies the needs of the post community and responds with effective programming, information and resources, and referrals. Serving as the community advocate for employees and family members, the CLO advises post management on quality of life issues, recommends solutions, and advocates effectively for employee/ family friendly post policies.

14. Major Duties and Responsibilities _____ % of Time

Employment Liaison 10%

"Advocate for family member employment opportunities within the consulate and on the local economy and recommend policy initiatives to post management.

"Advertise employment opportunities within the consulate and on the local economy.

"Serve on the Post Employment Committee and advocate for family member preference and a formalized post hiring policy.

"Promote negotiation of reciprocal bilateral work agreements.

"Encourage and facilitate alternative employment options such as telework and home-based businesses.

"Organize and facilitate career planning workshops and employment seminars for family members.

(See Addendum 1)

(Continue on blank sheet)

15. Qualifications Required For Effective Performance

a. Education

Completion of secondary school required.

b. Prior Work Experience

One year of responsible general office experience is required.

c. Post Entry Training

On-the-job orientation and training provided by Management Officer and CLO in Quito.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level IV English, written and spoken, is required.

e. Job Knowledge

The complexity of issues in the daily administration of the program requires knowledge of pertinent DOS regulations, programs, and policies, as well as host-country laws, practices, and mores.

f. Skills and Abilities

"Ability to listen and respond to quality of life concerns in a professional and sensitive manner. The CLO is a caregiver who often deals with issues that are subjective in nature and relate directly to overall mental and physical well-being of the client(s) or community as a whole.

16. Position Element

a. Supervision Received

The CLO reports directly to the Management Officer.

b. Supervision Exercised

None

c. Available Guidelines

FAM, FAH, FLO publications, Consulate policies

d. Exercise of Judgment

Limited

e. Authority to Make Commitments

None

f. Nature, Level, and Purpose of Contacts

Daily contact with Consulate community; mid-level contacts with clubs, churches, local vendors; FLO office; CLO in Quito.

g. Time Expected to Reach Full Performance Level

Full operational level should be achieved in 6 months.

Addendum 1

- "Inform family members on EFM employment programs managed by the DOS.
- "Inform family members on employment resources within the DOS.
- "Encourage and assist family members to apply for functional training.
- "Administer the post Summer Hire Program.
- "Coordinate and maintain post's Family Member Employment Report (FAMER).

Crisis Management and Security Liaison10%

- "Relay critical security information between post management and the community.
- "Represent the interests and concerns of community members when security or crisis situations arise.
- "Serve on the Emergency Action Committee with primary responsibility for rumor control.
- "Work with RSO to organize security briefings, contingency planning seminars, and town meetings to disseminate information and ensure emergency preparedness.
- "Develop and maintain a warden system database for all employees and family members that include safehaven information.
- "Provide and explain evacuation regulations and allowances to community members.
- "Provide departure and safehaven info to FLO during an evacuation.
- "Work in the FLO Office as an evacuated CLO as circumstances and funding permit.
- "Crisis aftermath - work with post management to rebuild the community.

Education Liaison15%

- "Establish and maintain liaison with schools used by post families.
- "Provide information and referral service on educational options available to employees and family members at post. Provide current information and resources on overseas schools, Washington area schools, boarding schools, education allowances, special needs resources, home schooling, distance learning, adult education opportunities and child care issues.
- "Facilitate programs that support students and youth at post.
- "Prepare annual School Summary Report for the Office of Overseas Schools and the annual Child Care Report for FLO.

Information and Resource Management10%

- "Gather, maintain and disseminate information to the community, post management, and appropriate functional offices in the Department.
- "Pursue and develop resources within and outside the consulate to best serve constituent needs.
- "Establish and maintain a community resource center that includes Internet/Intranet access.
- "Develop and consolidate written resource materials under welcome/orientation/reentry, as well as other areas of CLO responsibility.
- "Develop client database and CLO page on post website.
- "Market the CLO program to the community and post management to garner support for programs.
- "Submit semi-annual activity report to FLO.
- "Submit updated post information to OBC.

Guidance and Referral10%

- "Provide confidential support to individuals and groups within the community (divorce, spouse/child abuse, adoption, death, mental health concerns).
- "Utilize available resources to address concerns and meet needs.
- "Recommend referrals as appropriate.
- "Represent individual and/or collective concerns to post management as appropriate and help formulate solutions and family friendly policies

Welcoming and Orientation20%

- "Provide pre and post arrival information and resources to ensure successful acclimation to post environment.
- "Organize and maintain an effective sponsorship program.
- "Organize post welcome activities.
- "Coordinate official post orientation program.
- "Coordinate reentry workshop for departing employees and family members.

Community Liaison15%

- "Establish and maintain an effective working relationship with all agencies and sections of the consulate.
- "Pursue and develop effective working relationship with local community organizations and resources that benefit members of the post community and enhance quality of life at post.
- "Serve as community representative on consulate committees (IAHB, EAC, PEC).
- "Attend consulate team and regularly scheduled briefings with ADMIN and the principal officer.
- "Establish a CLO Advisory Board to assist in defining program goals.
- "Develop an effective working relationship with CLOs from other English-speaking Missions.

Events Planning10%

- "Coordinate the development and implementation of relevant programs to enhance post morale in the following

three categories: U. S. traditions

"Host country culture Social, educational and recreational activities

"Encourage volunteerism through community outreach.

"Facilitate morale-enhancing seminars and workshops organized by other groups or individuals at post.