

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST U.S. Embassy, Mexico City	2. AGENCY State-INL	3a. POSITION NO. 97-084000
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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. Reclassification of duties: This position replaces
 Position No. 97-084000 , Program Specialist (Title) 1550 (Series) _____ (Grade)

b. New Position

c. Other (explain) updated PD

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/Mexico City	Administrative Coordinator FSN-1550			
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Administrative Coordinator	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION INL	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Typed Name and Signature of Employee Date(mm-dd-yy)	10. This is a complete and accurate description of the duties and responsibilities of this position. _____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
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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. _____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	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. _____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION
 The INL Mexico City's Administrative Coordinator manages the day-to-day office operations of a 45-person \$400 million International Narcotics and Law Enforcement (INL) program office that provides foreign assistance to Mexican law enforcement entities (INL/LEP). Working directly for the Program Officer, the incumbent provides comprehensive administrative support to all program staff to include scheduling, travel and delivery logistics, program budgeting and planning, and procurement support.

14. MAJOR DUTIES AND RESPONSIBILITIES **100 % of TIME**

Office Support: **60%**

Maintain and manage schedules for INL/LEP program officer and program managers, ensuring Outlook calendars are up-to-date and daily agenda is most effective to achieve section goals. Submit Motorpool requests through INL S@me Page and forward vehicle/driver information to GOM contacts as needed.

Manage general inquiries through phone and e-mails in both Spanish and English. Let the INL Program Officer know when incoming people and calls require immediate attention. Draft correspondence to GOM officials and other external contacts on behalf of the program team as needed.

Greet, meet and assist visitors to determine proper access to specific INL personnel. Manage VIP badges. Schedule and prepare conference rooms for DVCs, meetings and visiting delegations.

Prepare E2 travel requests and vouchers. Submit Travel Request for program staff. Prepare and submit their personal and official Mission Travel Reports (MTR). Get travel invoices and receipts from official trips. On-line check-in and print boarding pass, per travelers' request. Prepare and submit E2 Travel Vouchers.

Maintain all INL/LEP electronic files.

Request office supplies as needed. Submit work orders and access requests through e-services for INL/LEP.

Serve as back-up to the INL/FO Office Management Assistant as needed, including acting as a notetaker at internal INL meetings. Draft staff meeting notes, get clearance and distribute them to all INL personnel.

Other duties and special projects as assigned

Data Management, Briefings and Reporting:

25%

Schedule meetings for INL visitors, and develop corresponding schedules as needed.

Maintain list of upcoming INL/LEP program events.

Help maintain contact databases.

Assemble inputs for weekly and monthly program reporting. May assist in preparing inputs for State Department cables, Integrated Country Strategies (ICSs), Memorandums of Understanding (MOUs), and other documents.

Draft correspondence to GOM officials and other external contacts on behalf of the program teams.

Program Development Support:

15%

Review and update databases for acquisition planning and items delivered to the GOM under the Merida Initiative.

Develop and assist in the management and maintenance of student vetting and class participation tracking for thousands of participants under the Merida Initiative. Understands and assists in the maintenance of financial records and other information tracking documents in INL databases and drives when requested.

With the INL/LEP officer and managers, support the development of budget plans for the INL Mexico City training program, ensuring that projects are in accord with determined policies and strategy.

Back-up, as needed, procurement specialist, to include identifying logistical support requirements; providing advice and assistance in preparation of documentation for procurement of technical services, training and commodities, and the monitoring of procurement actions, including drafting source-origin waivers, bid solicitations, task orders, scopes of work, delivery and acceptance of items procured to support the INL/LEP program objectives.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Bachelors Degree in Administration, Human Resources Management or Liberal Arts.

b. Prior Work Experience

A minimum of three years of work experience is required in a field related to office administration, human resources administration or project management and support.

- c. **Post Entry Training**
Obtain ILMS Ariba Watcher, Reviewer and Approval status for Ariba to clear, monitor and track submissions and purchases entered into the ILMS system. Learn how to operate S@mepage, E2, and Contacts Database. Introduction to Working in an Embassy, Ethics Orientation for New Employees, Cyber Security Awareness, Counterintelligence and Insider Threat Awareness Training, INL Program and Project Management.
- d. **Language Proficiency:** List both English and host country language(s) by level and specialization
English level IV (fluent) and Spanish level III (professional proficiency) is required.
- e. **Job Knowledge.**
Office and administrative personnel management. Incumbent will employ creative thinking and problem solving related to all aspects of office systems development and support. Work is done with a minimum of direct oversight and requires independent judgment in helping anticipate future requirements that directly impact sensitive bilateral programs.
- f. **Skills and Abilities:**
Extremely familiar and comfortable with Microsoft Office (Word, Outlook, Excel) and spread sheet programs. Must be mission oriented, flexible, and willing to travel and highly organized. Must be detail oriented and driven to complete all tasks assigned.

16. POSITION ELEMENTS

- a. **Supervision Received**
The Administrative Coordinator will report directly to the INL/LEP Program Officer.
- b. **Supervision Exercised**
The incumbent has no supervisory requirements or authority.
- c. **Available Guidelines**
FAM, FAR, FAH.
- d. **Exercise of Judgment**
Work is done with a minimum of direct oversight and requires independent judgment in helping anticipate future requirements that directly impact sensitive bilateral programs.
- e. **Authority to Make Commitments**
Limited authority to make commitments as outlined by the Program Officer.
- f. **Nature, Level, and Purpose of Contacts**
Incumbent will maintain contact information and administratively coordinate with an extensive range of contacts in the GOM at the federal, state, and local levels; with the U.S. inter-agency present at the Embassy; with other INL offices in Mexico and in Washington.
- g. **Time Expected to Reach Full Performance Level**
Approximately six months.