

MAJOR DUTIES AND RESPONSIBILITIES ADMINISTRATIVE ASSISTANT (FPD)

To serve as the Force Protection Detachment's (FPD) Administrative Assistant. The principal duties are to ensure that the logistical, budget, administrative, and personnel office responsibilities and duties are fulfilled. In the absence of the FPD's U.S. Special Agent in Charge (SAIC), Assistant has freedom to make unilateral administrative and operational decisions and to determine his/her work schedule, amend office procedures, and when he/she completes his principal job requirements. The inherent responsibility at the advanced to expert level is formulate and manage the annual budget, ensure strict accountability of the office's property book, prepare office correspondence, maintain office files, serve as a focal point for information, greet and attend to the needs of visitors, and perform other related tasks as assigned or required.

The Assistant is responsible for performing a variety of administrative support duties in connection with Department of Defense Force Protection mission in Paraguay. Under the supervision of the FPD's SAIC, and of other U.S. SAs, the Assistant is expected to organize all necessary information for the preparation of scheduled administrative reports. The Assistant is expected to organize and track under the supervision of the SAIC, all financial expenditures of the office for the annual and monthly budget reports. Assistant has primary responsibility for general services and procurement actions.

The Assistant will coordinate with the Regional Security Office (RSO), Office of defense Coordination (ODC), and the Defense Attaché Office (DAO) to track DoD visitors into Paraguay and provide initial force protection information to those visitors. Assistant will review and manage official correspondence to and from both U.S. visitors and HN liaisons.

The Assistant is also expected to perform secretarial and public relations duties related to the coordination of official and non-official visitors to post, handling general inquires from the public, from both Paraguayans and Americans. Assistant is responsible for coordinating office staff travel (including scheduling meetings, hotel reservations, travel authorizations and vouchers), and to organize and maintain the office, as well as organizing official receptions and other social events.

1. **Financial Planning.** Incumbent will develop, execute, and manage the annual FPD budget of about \$ 300,000 USD with general guidance provided by the FPD's SAIC. The Administrative Assistant assists the SAIC with ensuring that the FPD's B&F account representative is informed of all FPD financial transactions. The Administrative Assistant will analyze the FPD mission and its support requirements, analyze current fiscal year expenditures to help develop portions of future fiscal year budgets keyed to the above functional areas. In every fiscal year, the Assistant will provide input for the projected annual budget submission and the mid-year adjustment. Working with the FPD's SAIC, Assistant will submit a monthly basis a budget status to the Budget Analyst at Headquarters, 470th Military Intelligence Brigade at Fort Sam Houston, Texas. The

Assistant will review in concert with the SAIC all FPD financial transactions and vouchers produced thereof to insure correctness and legality of FPD financial operations. The Administrative Assistant will manage the FPD's financial management files. Also performs numerous budget related tasks and transactions in other types of administrative work to include, but not limited to e2Solutions, Coast, Ariba, and in local purchases of office supplies and equipment.

2. **Operations Management and Strategic Planning.** In this area, the Administrative Assistant acts independently to adjust how and when to perform his/her daily work, and coordinates and liaisons with external and internal Embassy organizations. The Assistant will have a definitive impact of FPD operations country-wide by his/her liaison and coordination with high-level Government officials and senior management at the Embassy. In this role, he/she is authorized and should make significant changes to mission operations and budget expenditures as the mission dictates. The Administrative Assistant is a principal and expert liaison official between the FPD and HN. Interfaces with HN military and the police as well as with U.S. military officials, HN and U.S. government officials, and HN vendors to secure and coordinate support of FPD missions or missions to which the FPD has the lead; Assistant will also support visiting delegations, HN attendance of U.S. sponsored representational events and vice versa, and counterpart visits and briefings. Assistant advises the SAIC on cultural and other HN specific matters that may impact FPD operations and missions. Incumbent provides input, as an integral member of the FPD team and participates in office management team meetings. The Assistant will make operational and budget decisions in the absence of the FPD's SAIC. These decisions will include the ability to resolve problems autonomously and make major decisions if necessary of an operational nature. Applies financial and resource allocation analysis to strategic planning. Such planning includes reconciling available or projected resources against future requirements such as VIP visits, visiting delegations, conferences, and other FPD mission requirements. Assistant maintains historical files of FPD initiatives for future reference. Assistant utilizes the problem solving process and applies historical knowledge as well as knowledge of guiding regulations and procedures to discern viable options to deconflict FPD operations. The Administrative Assistant will maintain the FPD's Property Book ICW the guidelines from the 470th Military Intelligence Brigade. The total cost of all FPD issued property is expected to be about \$ 300,000 USD when all equipment is on hand.
3. **Supervisory Responsibilities:** The Administrative Assistant analyzes near and long-term FPD mission support requirements, prioritizes these requirements, and allocates FPD financial and personnel resources to support these requirements. The Administrative Assistant is authorized to manage organic assets in support of the FPD mission as appropriate. Assistant supervises the vehicle maintenance program for the FPD rental vehicle and is responsible for procuring most effective, lowest cost to government contract for services for FPD's automated equipment.
4. **Administrative Responsibilities.** Assistant has the authority to make major decisions within the Embassy and with the FPD's headquarters related to budget, property, and operational matters in the absence

of the FPD's SAIC. Assistant acts as the Senior Protocol Office for the FPD. Administrative Assistant is the primary processor of all Visa Referrals submitted by the FPD. Ensures that all referrals are submitted in a timely manner and periodically checks to track the progress of the referrals. Keeps FPD SAIC informed of their status. Assistant is responsible for the production of all unclassified correspondence for the FPD to HN military and government officials, other agencies within the Embassy, and to Headquarters. Administrative Assistant also assists in maintaining the office calendar and seeks to fix any discrepancies or conflicts in the schedules. Assistant is responsible for all incoming telephone calls and visitors, and to route the calls or inquiries to the appropriate staff person for additional information of action. Assistant will be responsible for representing the FPD at various Embassy meetings, too include Country Team Meetings and Law Enforcement Working Group meetings, while SAIC is absent.

4. Travel/Visitor Coordination: Assistant has primary responsibility for assisting official FPD visitor activities in Paraguay by obtaining security clearance for entry into the Embassy when necessary, and assisting visitors in making contacts and arranging schedules with Paraguayan counterparts (including senior-level government authorities, military personnel, and law enforcement authorities). Will have escort responsibilities for un-cleared persons into the Embassy. Will be responsible for tracking all DoD visitors to Paraguay and updating FPD personnel as needed. Will have primary responsibility for tracking travel expenditures and updating budget requirements as needed to meet FPD travel needs. Occasionally, Assistant will be required, with input from SAIC, to coordinate arrangements for representational activities, such as cocktails, receptions, luncheons, or dinners hosted by U.S. officers, or in conjunction with other Embassy Chiefs of Section or official visitors. This included preparing a guest list, arranging for catering services, and coordination acceptance/regrets (RSVP) from the guest list.