

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

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

1. POST

U.S. Embassy Ashgabat

2. AGENCY

State

3a. POSITION NO.

A72102

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 No. _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) To confirm accuracy before advertisement of a vacant position

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)a. Post Classification Authority
MGT/HR

Information Resource Center Clerk, FSN-6010

05

GMVS

05/13/13

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

IRC Clerk

7. NAME OF EMPLOYEE**8. OFFICE/SECTION**

Public Affairs Section

a. First Subdivision
Information Resource Center (IRC)

b. Second Subdivision

c. Third Subdivision

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

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Supervisor

Date(mm-dd-yy)

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.**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 Section Chief or
Agency Head

Date(mm-dd-yy)

Typed Name and Signature of Admin or Human
Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Performs routine manual and clerical duties pertaining primarily to the Information Resource Center (IRC) and related PD programs, as well as handles content updates to the Embassy website. The position is full time (40 hours per week), and the incumbent will be expected to work on a schedule that includes evenings and weekends to accommodate after hours operation of the IRC.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

60% - Visitor Assistance

- Registers new visitors and provides a standard orientation to the IRC
- Maintains the visitor sign-in sheet and observes visitor time limits
- Accepts and checks out IRC books, magazines, and other materials
- Locates and delivers requested resources in print or electronic format; refers essential questions to the IRC Assistant
- Upon request, assists visitors with using computers (internet, word processing, etc.) and IRC technological resources
- Operates audio-visual equipment and IRC Learning Stations

25% - Embassy Websites

- Works with offices within the Public Diplomacy Section and other Mission sections to ensure the timely posting of press releases, speeches, and announcements of U.S. government-related events, including high-level visits and initiatives of top-ranking U.S. officials.
- Maintains regular contact with IIP CMS program managers in order to ensure that our websites are compliant with IIP style guidelines.
- Makes additions, deletions, and edits to website material as directed by Embassy staff
- Routinely monitors and ensures pages reflect the most current information and contacts

15% - Keeping records and maintaining the IRC

- Sorts and files mail and new IRC books, magazines, and other materials
- Maintains the IRC Listserv and uses it for information distribution
- Enters patron and bibliographic information into the IRC Catalogue
- Updates IRC database of registered users
- Examines and acts on delayed library items
- Keeps reading and computer work areas neat and orderly

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

Completion of secondary school is required.

b. Prior Work Experience:

At least 6 months of prior experience in clerical work.

c. Post Entry Training:

On the job training; CMS website management training

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III (good working knowledge) of English, Russian and Turkmen

e. Job Knowledges:

Good knowledge of contemporary Internet environment; basic understanding of contemporary U.S. affairs (political, social, cultural aspects); familiarity with common library procedures; CMS website management

f. Skills, and Abilities:

Excellent service orientation to target audience, interpersonal and cross cultural skills to work effectively with American and foreign national staffs; ability to multi-task and carry out assigned responsibilities in a timely manner; must demonstrate experience in using software programs for word processing and preparing spreadsheets, intermediate technical skills to work with IT hardware; ability to think creatively to address problems that arise in Center usage by clients or to devise more effective methods of operation.

16. POSITION ELEMENTS

a. Supervision Received:

Under general supervision of the IRC Assistant and Information Officer; operates alone 15 hours a week.

b. Supervision Exercised: None.

c. Available Guidelines:

U.S. Embassy manuals and instructions; IRC user agreement to terms and conditions; library science and reference guidelines; IIP CMS guidelines.

d. Exercise of Judgment:

Must exercise good judgment in matching IRC resources with audience requests; must determine, based on the user's application, eligibility to use IRC services.

e. Authority to Make Commitments: None

f. Nature, Level, and Purpose of Contacts:

Daily contact with host country audiences, U.S., and LES staff of the embassy. Serves as the primary point of contact for IRC public Internet terminals, Embassy websites, and library issues.

g. Time Expected to Reach Full Performance Level:

Three months.