

POSITION DESCRIPTION

IDENTIFYING INFORMATION

Last Name	First Name	MI	Employee Number	Position Number
Doe	John	P	00123456	00654321

Job Title	Job Code	Working Title
Administrative Officer 1	08630	Office Administrator

Department	Organization	Organization Code
Office of Administration	Bureau of XYZ	1111

Supervisor's Last Name	Supervisor's First Name	Job Title	Position Number
Smith	Riley	Bureau Director	00111222

Start Time	End Time	Hours/Week	Days Worked (Check all that apply)						
			Sun	Mon	Tues	Wed	Thur	Fri	Sat
8:00	4:30	37.5		X	X	X	X	X	

POSITION PURPOSE: Describe the primary purpose of this position and how it contributes to the organization's objectives. Example: *Provides clerical and office support within the Division to ensure its operations are conducted efficiently and effectively.*

Provides administrative support for the program office and oversees the day-to-day operations of the Administrative Unit by supervising HR liaison, fiscal support, purchasing, and clerical support services.

DESCRIPTION OF DUTIES: Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task. Example: *Types correspondence, reports, and other various documents from handwritten drafts for review and signature of the supervisor.*

30% - Supervises administrative and clerical employees engaged in fiscal reporting, procurement activity, HR issue resolution, timekeeping, typing and data input, filing, and general office support. Performs the full range of supervisory functions.

20% - Coordinates the program office's budget and rebudget by working with program staff to develop forecasts and budget documents, monitoring the budget and alerting management to irregular spending patterns and potential budget shortfalls, and recommending solutions to budget problems. Approves expenditure of administrative funds, including supplies, equipment, training, and travel.

10% - Develops and implements administrative operating procedures. Analyzes administrative issues, recommends administrative policies, and coordinates implementation of new policies.

10% - Supervises the program office's purchasing and related VISA card, advancement account, and petty cash activities. Oversees the purchase of items and updates authorized users for the VISA purchasing card account. Ensures invoices are properly coded, approved, and entered in SAP system. Advises personnel on allowable advancement account expenditures.

10% - Provides administrative assistance to managers and supervisors on HR related matters. Advises managers/supervisors regarding filling of vacancies, employee and labor relations, position classification/organization management, and complement management issues. Coordinates HR actions with the HR office. Assists with researching and preparing responses to grievances and discipline issues.

10% - Supervises and participates in the coordination and processing of e-PARs. Supervises SAP/ESS processing regarding timekeeping/payroll issues (overtime, shift-differential, etc.), leave management, work schedules, and travel arrangements/expenditures.

5% - Oversees the preparation of requests to fill vacancies. Receives lists of eligible applicants from the HR office, contacts applicants, schedules interviews, and coordinates with the HR office to hire selected applicants. Conducts administrative orientation for new employees.

5% - Performs other related duties as required.

DECISION MAKING: Describe the types of decisions made by the incumbent of this position and the types of decisions referred to others. Identify the problems or issues that can be resolved at the level of this position, versus those that must be referred to the supervisor. Example: *In response to a customer inquiry, this work involves researching the status of an activity and preparing a formal response for the supervisor's signature.*

- Determines procedures and assignment of work for subordinate staff.
- Approves spending of administrative funds. Recommends budget action for non-administrative funds.
- Makes decisions for assigned functions within policies and recommends actions to supervisor if outside the scope of existing policies.
- Decisions that could have significant impact on program operations are discussed with the supervisor prior to taking action.

REQUIREMENTS PROFILE: Identify any specific experience or requirements, such as a licensure, registration, or certification, which may be necessary to perform the functions of the position. Position-specific requirements should be consistent with a Special Requirement or other criteria identified in the classification specification covering this position. Example: *Experience using Java; Professional Engineer License*

Experience: Experience administering a program budget

Licenses, registrations, or certifications:

- 1.
- 2.
- 3.

ESSENTIAL FUNCTIONS: Provide a list of essential functions for this position. **Only 150 characters permitted.**

Example: *Lifts boxes weighing up to 60 pounds.*

1. Supervises administrative and clerical employees.
2. Prioritizes tasks effectively.
3. Communicates effectively orally and in writing.
4. Analyzes various information.
5. Travels w/occasional overnight status.
6. Attends seminars and conferences.
7. Uses personal computer.

CERTIFICATION

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

Employee's Acknowledgment

Job Title

Date

Supervisor's Acknowledgement	Job Title	Date
Reviewing Officer's Acknowledgment	Job Title	Date