

Classification: Management and Administrative Assistant (OA), NK-0303-III

Local Title:

Employing Office Location: Orlando, Florida

Duty Station: Orlando, FL

Org Info: Agency: Assistant Secretary of the Army (Acquisition, Logistics and Technology) ASA(ALT)

1st Div: Program Executive Office, Simulation, Training and Instrumentation (PEO STRI)

2nd Div: Business Operations Office

3rd Div:

4th Div:

Supervisor's Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Immediate Supervisor: Jerry L. Stahl

Title: Business Operations Executive (Acting)

Signature: _____ /s/ _____ **Date:** 4/21/03

Higher Supervisor or Manager: _____

Title: _____

Signature: _____ **Date:** _____

Classification/Job Grading Certification: I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

Classification Official: Sharon Hightower

Title: Chief, Human Resource Management Division

Signature: _____ /s/ _____ **Date:** 4/21/03

FLSA: Non-Exempt

BUS Code: 7777 CL: 302

Drug Test: NO

Emergency Ess: No

Key Position:

OPM Functions Code:

Sensitivity: NCS

Status: Competitive

Reason for Submission: New

Subject to IA: No

Previous PD Number: NA

Mobilization:

Envir. Diff:

Career Prg ID:

Acq Posn Category:

CAPL Number:

Acq Career Level:

Acq Posn Type:

Acq Special Asgmt:

Acq Prog Ind:

Career Spec – Primary:

Career Spec – Sec:

Cont Job Site:

Mobility:

Financial Disclosure: Public Financial

Confidential Financial

Supervisor Manager Neither

Citation 1: USOPM PCS FOR Miscellaneous Clerk and Assistant Series, GS-0303, TS-37, 1/79, TS-34, 11/79

Citation 2: AWF, PDP, BLD, Federal Register, Volume 64, Jan 99

**Acquisition Workforce Demo Project
Position Requirements Document**

I. Organization information:

Position is located in the Business Operations Office in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Management and Administrative Assistant (OA), NK-0303-III

III. Duties:

The position is established to provide assistant level support of management, program and administrative analytical functions and administrative support for the Business Operations Office. The work supports efforts to evaluate or improve the efficiency, effectiveness, and productivity of organizations and programs, and/or involves records, reports, directives, forms, space, equipment utilization or similar management systems and, in addition, general administrative support functions.

Incumbent performs one or more of the following duties:

Performs a variety of duties in support of the supervisor and analyst in reporting requirements for the organization. Plans, develops, and conducts analyses on a limited scale within environments that are clear cut and stable within the organization.

Develops, maintains, and monitors reporting systems affecting the program. Analyzes, extracts, summarizes, and identifies apparent problems and issues and recommends solutions.

Drafts and writes directives, instructions, regulations, etc. for potential impact on program objectives, operating policies, and work operations. Determines need for new or revised internal instructions, operating polices, procedures and guidelines.

Analyzes, develops, implements, and evaluates systems and procedures for one or more of the following: records, document imaging systems, information reports requirements management, incentive awards, performance management, suggestion program, mobilization, mail management studies, and manpower.

Uses office automation skills to help perform management and/or program support assignments. Utilizes a personal computer to type a variety of materials and prepare a variety of other products such as spreadsheets, database programs and charts. Responsible for correct format, spelling, punctuation, grammar, and assembly of any supplemental or backup material from files for attachment as enclosures.

Performs a variety of clerical duties to include, greeting visitors, preparing and composing correspondence; scheduling appointments and maintaining the supervisor's calendar; sorting and distributing mail; and compiling and preparing reports.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level III.

Work is timely, efficient, and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans and conducts complex administrative activities. Develops rules, procedures, or operations for complex/difficult organizational tasks. Identifies issues and determines approaches and methods to accomplish tasks. Initiates effective actions and resolves related conflicts. Identifies issues requiring new procedures and develops appropriate guidelines.

Factor: 2. - Teamwork/Cooperation Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

Works with others on complex issues/problems that may cross functional areas. Applies expertise in resolving complex administrative issues. Promotes and maintains environment for cooperation/teamwork. Sets tone for internal/external cooperation. Leads and guides others in formulating and executing plans in support of team goals.

Factor: 3. - Customer Relations Level III.

Work is timely, efficient, and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

Identifies, defines, and guides administrative efforts in support of customer interactions; coordinates and focuses activities to support multiple customers. Establishes customer alliances and translates needs to customer service. Works independently with customers at all levels to define services and resolve non-routine problems.

Factor: 4. - Leadership/Supervision Level III.

Work is timely, efficient, and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

Provides guidance to individuals/teams; resolves conflicts. Expertise solicited by others. Guides and accounts for results or activities of individuals, teams, or projects. Promotes individual/team development; leads development of training programs for self and others.

Factor: 5. - Communication Level III.

Work is timely, efficient, and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

Develops and advises on administrative procedures and communicates them to all levels, both internally and externally. Prepares, reviews, and/or approves documents, reports, or briefings. Explains and/or communicates administrative/functional procedures at all levels.

Factor: 6. - Resource Management Level III.

Work is timely, efficient, and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

Plans, acquires, and allocates resources to accomplish objectives. Coordinates resources across projects. Optimizes resource utilization across projects.

Incumbent must be able to obtain and maintain a Secret security clearance.

May be required to travel within the U.S./overseas by commercial aircraft.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAS) FOR QUALIFICATION PURPOSES.

Knowledge of the organizational and functional responsibilities and operations of the employing organization

Ability to gather, analyze, and present facts

Ability to interpret and apply rules, regulations, and procedures

Ability to prepare and/or edit written correspondence, ensuring proper use of English grammar, spelling, and punctuation

Ability to establish and maintain relationships with key individuals/groups outside immediate work unit

Ability to plan and organize work

Ability to use office automation tools and techniques to support office operations

Ability to access or locate information through the use of a personal computer or terminal

Skill in using a keyboard; a qualified typist not required

Knowledge of general office administrative and clerical procedures

Ability to communicate orally