

EXECUTIVE STAFF ASSISTANT PG-0301-11

INTRODUCTION

This position is located in the Office of the Inspector General (OIG) and serves as an Executive Staff Assistant to the Inspector General (IG) within the Government Publishing Office (GPO). As such, the incumbent is responsible for performing a variety of administrative, logistical, management analysis, liaison, and other operational and support activities to facilitate the work of the Inspector General. These duties also include a wide range of complex and confidential administrative, operational, and governance tasks. This position also necessitates exposure to, and handling of, sensitive information, and office purchase card.

MAJOR DUTIES AND RESPONSIBILITIES

As the focal point on the administration, management, and coordination of the myriad of activities in the OIG, the incumbent serves as the principal staff assistant with responsibilities for initiating, directing, prioritizing, expediting, and integrating actions and requirements in support of the mission and objectives of the business unit.

The duties and responsibilities include, but are not limited to the following:

- Responsible for day-to-day administration of the OIG. Coordinates and directs administrative functions for the IG and provides support. The incumbent has general management responsibility for the internal operations of the IG, including workflow, administrative duties, and general office procedures. Implements policies and procedures for production of documents, workflow, filing, ordering of supplies, and records maintenance.
- Assists in preparing, analyzing, and monitoring the budget for the office, including forecasts, and acquisition and maintenance of equipment and supplies. Keeps in contact with the GPO budget office throughout the year regarding the status of budget items and makes changes as necessary, including allocation of funds. Identifies and analyzes required organizational input, coordination, and makes necessary adjustments, as required. Assists in formulating requirements and advises management on essential actions and the impact of program changes and reorganizations. Anticipates potential issues or problems and makes recommendations or suggestions.
- Provides assistance in researching and conducting analyses concerning trends, and other activities related for the mission of the IG. Prepares and assembles background materials, documentation, and information for briefings, meetings, or conferences, as requested by the IG. Coordinates audiovisual and photographic requirements, as required.
- Provides key liaison between the Inspector General, Director, Chief of Staff, and Senior-Level Managers, and employees of the GPO.

- On behalf of the IG, serves as liaison with various institutions, service companies and corporations, and other Federal agencies.
- Holds the primary responsibility for the proper use of the OIG's purchase card, which is used for Government purchases. Maintains accurate records for all purchase requests (including annual requests) and online purchasing.
- Sets up, handles, and maintains sensitive files, including financial and personnel records/files as well as a variety of subject-matter files.
- Responsible for planning special functions and events.
- Maintains master calendar of meetings and events for the IG. Arranges meetings, appointments, travel schedules, and details related to special events.
- Coordinates travel arrangements for the IG including securing various modes of transportation, travel authorizations, advance of funds, hotel accommodations, and travel vouchers.
- Performs other related duties as may be assigned

KNOWLEDGE REQUIRED BY THE POSITION

The incumbent of this position must have knowledge of administrative or program principles, concepts, policies, and objectives to interpret and apply administrative procedures.

Knowledge of the substantive programs of the GPO sufficient to understand the interrelationships between organizations, missions and functions.

- Uses automated systems, such as word processing, data management and other management information software packages to create reports, spreadsheets, statistical diagrams, and charts, etc.
- Controls and reviews incoming-correspondence, including letters, memoranda, briefing reports, e-mail messages, faxes, documents, and general information to determine acceptability, applicability, and compliance with policies and procedures.
- Maintains a comprehensive logging system and assigns incoming correspondence and documents to the appropriate staff person or office for action.
- Proofreads from rough draft and prepares all outgoing correspondence in final form for signature of the IG. Reviews all outgoing correspondence for procedural and grammatical accuracy, factual correctness, and conformance to required format and the general policies of the office.
- Makes recommendations for changes and rewrites, as necessary. Keeps abreast of pertinent information regarding the status-of all actions requiring the attention of the IG. Ensures adherence to timeframes and deadlines.
- Prepares agenda, correspondence, and memoranda; reviews, routes,- and answers mail, composing responses for the IG, as appropriate; prepares Congressional correspondence, reports, and other written material.

- Assists in designing, implementing, and maintaining management systems, procedures, and quality control in the interest of accountability and efficiency. Plans and conducts office projects, such as the evaluation of a new office, equipment/systems, or other renovation projects.
- Trains and provides administrative advice to office support staff. Administers continual guidance/direction to the office staff and subordinate or lower graded employees regarding all administrative, secretarial, and clerical processes and functions. Serves as a mentor to the administrative support staff.
- Serves as primary contact and information source on OIG activities and responds to internal and external inquiries about the OIG and personnel.
- Interprets and applies administrative procedures; takes initiative and makes timely and informed decisions and recommendations related to major administrative plans and issues in the OIG.

Knowledge of the duties, priorities, commitments, policies and goals of the IG and other senior staff of the OIG.

Knowledge of logistical requirements, nature of meetings, substantive issues, protocol requirements and other aspects of the forum and objectives of the GPO senior management council in order to develop meeting agendas.

Working knowledge of official and social protocol requirements or expectations regarding procedures associated with social and official forums to facilitate the most effective performance of the Inspector General office in these situations.

Knowledge of computer software such as Microsoft Word, Outlook, Excel, Access, and PowerPoint

Skill in planning and coordinating a myriad of activities; such as coordinating, integrating and managing all personnel, travel, subject matter, equipment and facility requirements associated with internal and external meetings, conference, seminars, and other similar forums.

Skill in communicating clearly, tactfully, and persuasively, both orally and in writing, with senior officials of Federal departments, agencies, corporations, educational institutions, and other organizations.

Demonstrated interpersonal skills, and skills in working independently and under pressure. This includes skill in setting priorities and making quick but sound decisions.

SUPERVISORY CONTROLS

The incumbent reports directly to the IG, who in concert with the employee develops a mutually acceptable work scenario, which typically includes the identification of the work, the scope of the project, and deadlines for its completion. The incumbent proceeds independently in planning, developing and scheduling official functions, office calls, conferences, and remarks or addresses. This includes planning and arranging for logistical support, selecting locations to be included in the visit, determining the nature and extent of meetings and briefings, and preparing read ahead material. Completed assignments are evaluated for thoroughness and the extent to which stated objectives of each event are achieved.

Although great reliance is placed on the professional competence of the incumbent, the employee informs the IG of potential controversial findings, issues, or problems with widespread impact.

GUIDELINES

Guidelines consist of standard reference material, texts, and manuals that can be used in most cases. These guidelines are not always directly applicable and the employee uses judgment in interpreting and adapting to specific issues. Reference materials include agency policies, protocol customs, rules and standards, security precaution/requirements, and directives on travel, gift exchanges and standards of conduct for senior officials. Each situation is unique and demands thoughtful conceptualization and planning.

COMPLEXITY

The analytical techniques that are used by the incumbent frequently require modification to fit the exact issue/project that may involve multiple variables. The incumbent is responsible for a varying number of actions and programs in different stages of planning or implementation. In addition, the incumbent simultaneously manages various activities that are radically diverse in scope, ranging from protocol to social to administrative in nature. Events vary in breadth and subject matter in accordance with the interests and parameters of the attendees. The incumbent must work to maintain continuous contact with a wide variety of sources to maintain comprehensive knowledge of current issues, with may impact, on the agency or appearances by the IG. He/she develops detailed chronological and geographic events calendar to efficiently program social and official activities.

SCOPE AND EFFECT

The purpose of work is to assess and maintain administrative efficiency within the Inspector General's office and assist the agency in achieving his social and official goals. Assignments include significant briefings and meetings with senior officials of other Federal agencies and the private sector. This enables the Inspector General's office the opportunity to foster positive impressions and promote effective relationships. Sound conceptual development and detailed planning and execution of activities are a key responsibility; successful performance of assignments makes a major contribution to OIG objectives. The incumbent resolves problems in effectiveness and efficiency of administrative support with the IG and the incumbent's work directly contributes to the improvement of productivity in the Inspector General's Office.

PERSONAL CONTACTS

Performance of duties involves regular contact with Senior-Level management officials throughout the GPO, high level officials of other Federal agencies, corporations, private business firms. Interact frequently with administrative, technical, service office and operations, senior-level staff.

PURPOSE OF CONTACTS

The incumbent coordinates work supporting official and social programs of the IG. Many of the incumbent's contacts are to ensure timely and accurate-communication and most contacts require considerable tact and diplomacy. Understanding of and adjustment to varied agendas and perceptual standards is critical to successful interpersonal contacts. The incumbent must be able to meet and deal with senior officials of many organizations-having a wide and diverse structure and operation, while exercising sound judgment and projecting confidence and professionalism.

PHYSICAL DEMANDS

The majority of the work is sedentary. Some carrying of light objects such as files, books, and papers is required.

WORK ENVIRONMENT

The work is performed primarily in an office setting.

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