

Administrative Support Assistant GS 303-7

Introduction (Specific Field Station Information Inserted Here)

The incumbent serves as the principal source of administrative expertise, with subordinate administrative personnel, or a co-located station, or has sub office(s), or the station has complicated operational issues such as heavy public use, extensive law enforcement, urban area location, active visitor/training center **AND** recurring complicated budget issues such as reimburseable agreements, cooperative agreements, grants, quarters account money, contributed funds, cross program funding, multiple natural resource accounts. The incumbent has primary responsibility for administrative support activities such as budgetary and fiscal accounting, procurement, personnel, and various Automated Data Processing (ADP) programs. Typical, though not all inclusive duties include:

A. Major Duties

Budget and Finance

Responsible for developing and formulating field level budget including estimates, justifications, and all financial activities for multiple natural resource accounts with extensive sub-activities and/or cross program, interagency or grant funding sources. The incumbent is responsible for a continuing review of the utilization of funds, funds availability, and overall budgetary processes for the station(s).

Analyzes historical budget and financial data as a preliminary to budget preparation. Identifies actual or potential problem areas, trends, significant deficiencies, areas of imbalance and makes recommendations and/or takes corrective actions, including inputting as Redistribution Data Sheet (RDS) into Federal Financial System (FFS) using Remote Data Entry (RDE).

Directly responsible and involved in management decisions for the management and control of budget and financial data. Maintenance of overall control for all expenditure accounting. Upon analysis of historical budget and financial data, incumbent establishes controls on expenditures for resource based funds, maintenance funds, contributed funds, numerous sub-activities, reimbursable funding sources, including 2-year and no-year funding years.

Responsible for RDE for all financial documents, verifying accuracy, approving expenditures, analyzing affect to overall budget. Responsible for using the FFS to do all payment inquiries.

Responsible for reconciling Denver Finance Center printouts ensuring all subactivities are liquidated prior to expiration of funding authority. Initiates and completes all correspondence necessary to resolve discrepancies in fiscal transactions with commercial firms, Denver Finance Center and Regional Office.

Procurement and Property

Ensures that procurement requests are handled accurately and recommends procurement actions on the basis of necessity, availability of funds, and Federal Acquisition Regulations.

Reviews requisitions and determines method of procurement which includes GSA, Federal Supply Schedules, or negotiations within open market.

Responsible for the preparation of procurement documents such as open market purchase orders, blanket purchase arrangements, and mandatory source purchases. Signs and approves all procurement actions within warrant limitation.

Personnel

Assists the Project Leader/supervisor in preparation of materials for all requests for personnel actions.

Monitors appointment limitations and prepares appropriate actions using the approved electronic SF-52 process; and forwards the necessary documentation to the appropriate RO administrative person for processing.

Provides guidance and assistance to other staff/stations in all personnel matters including health benefits, payroll problems, retirement information, job opportunities, step increases, awards, and training.

Other Duties As Required

Coordinates and schedules staff training and trains clerical personnel. Completes administrative reviews as necessary.

Responsible for administering, supervising, and training in all phases of the new computer systems which include RDE, Federal Personnel/Payroll System (FPPS), Time and Attendance, FFS and cc:Mail. This includes hands-on training in these systems, as well as continuing phone support.

Incumbent provides assistance with day-to-day questions regarding various computer applications used by office staff and provides ADP management, network administration, and technical support in conjunction and consultation with the designated ADP coordinator. Coordinates computer hardware and software acquisition, installation and upgrades, system backup procedures and system maintenance with the advisement of the ADP coordinator.

Prepares or supervises the preparation of reports dealing with property, training, imprest, vehicle use, energy, equipment, safety, travel and various other special reports as requested.

Responsible for space requirements. incumbent develops, prepares, submits all space requirement worksheets and documentation, and is the main contact between Property Utilization Specialist and GSA. Serves as the primary contact and as liaison regarding

compliance with leases, maintenance, repairs, etc.

Responsible for actively supporting and implementing the equal employment opportunity program as specified in national, regional and local affirmative action plans.

Supervises the inventory of all accountable property. Conducts a physical inventory of all accountable property at least annually. Updates and maintains a record system which controls the location, arrangement, and use of active files, and systematic retention and/or disposal of records according to established plans.

Arranges, attends, and prepares informational packets for meetings and conferences.

Performs all other duties as required.

Factors:

1. Knowledge required by the position:

-- Thorough knowledge and understanding of governmental accounting/financial procedures, budget preparation, reporting techniques/requirements and of agency methods for cost analysis and control. Knowledge of all operating programs, functions and objectives of the Service, the interrelationships of operating programs, and thorough knowledge of the specific operating programs, functions, and objectives for which advice, assistance and guidance are required.

-- Knowledge of fund accounting, methods, procedures and techniques used in maintaining, balancing, and reconciling multiple natural resource accounts with extensive sub-activities, including an understanding of interrelationships between appropriations and subsidiary accounts in order to analyze and determine need for adjustment to balance accounts.

-- Thorough knowledge and understanding of governmental procurement, and contracting regulations, policy, and procedures.

-- Skilled in Annual Work Planning, analyzing funding requirements, utilization of ADP equipment, network administration, software, and office machines.

-- Knowledge of personnel functions and procedures, i.e., types of appointments, position description preparation, position management and ceilings, training the Equal Employment Opportunity activities.

-- Knowledge and understanding of program management, and ability to present recommendations and conclusions in the manner most useful to management officials.

-- Skill in recognizing critical trends in fund expenditures and in analyzing program accounting data in order to identify and justify significant data in preparing budget

data and reports.

- Ability to communicate effectively, both orally and in writing.
- Knowledge and skill to plan, supervise, and administer all phases of the new computer systems (i.e., RDE, FPPS, TA, FFS, and cc:mail), in conjunction with the ADP Coordinator.

2. Supervisory Control

Incumbent is under the general supervision of the project leader, who provides general direction in terms of program goals, objectives, and available resources. Incumbent has wide latitude for independent judgement and decisions.

Incumbent and supervisor discuss and consult on projects, special Regional Office initiatives and deadlines. Work is occasionally reviewed through discussion but generally work is considered technically sound and accurate.

3. Guidelines

Guidelines include the Service Manual, the Federal Financial Systems Handbook, Federal procurement regulations, various intra-Departmental policy memoranda, agreements with other agencies, and general as well as specific operating instructions and procedures (i.e., RDE, FFS, T&A, FPPS), many of which are designed by the incumbent. Judgement is necessary in interpreting the guides, deviating from the guides, and on occasion adaption or developing new guides. Incumbent is frequently consulted for guidance on administrative matters.

4. Complexity

Incumbent performs a multitude of different processes in carrying out the assignment. Understanding, interpreting and implementing procurement and fiscal duties is a complex responsibility. The processes require an inter-relationship with many disciplines and involves using a variety of techniques in their accomplishment.

Employee must exercise initiative and innovative thoughts in solving varied and unusual problems. Employee must rely upon broad administrative experience, a high degree of judgement, adaptability and intelligence. Decisions regarding the work involve analysis and evaluations of problem areas and program concerns and the interrelationship between organizations, people and issues involved.

Due to the administrative changes and implementation of new initiatives, the work frequently departs from established procedures. Incumbent must be especially versatile and innovative to identify or develop new approaches or techniques to resolve problems in order to obtain effective results.

5. Scope and Effect

Purpose of the position is to serve as a key member for administrative procedures/processes which have a significant impact on the success of management programs. The position requires that guidance and administrative support be provided for the office staff. The analysis, timeliness, reliability, accuracy, tact, recommendations and technical expertise in handling these duties directly influence and impact upon the effectiveness and timely progress of these programs.

6. Personal Contacts

Contacts are with the professional/administrative staff at other FWS field and RO offices, state agencies, conservation organizations, business community, vendors, other federal agencies, legislative staff, and the public at large. Incumbent practices courtesy in dealing with all contacts, whether through direct dealing or indirectly through correspondence.

7. Purpose of Contact

Contacts are made to exchange information, resolve problems, secure services, provide information, suggest new ideas, planning purposes, coordinate or advise on work efforts, and seek advice from known sources of information. Often these contacts require a high degree of ability in enlisting support in pursuing certain courses of action.

8. Physical Requirements

The work is sedentary and there is some walking, standing, and bending. The incumbent must be capable of working under considerable pressure dealing with a wide variety of subjects, rules, regulations, and people. Must be capable of shifting from one priority to another and still maintain continuity in service.

9. Work Environment

Most of the work is performed in an office setting with occasional travel within Region 3. The incumbent is expected to conduct duties in a safe and orderly manner so as not to injure self, fellow workers or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in 3 AM 3 of the Administrative Manual. The incumbent is required to wear uniform components within Class