

**Supervisory Administrative Officer
AD-0341**

MAJOR DUTIES DETAILED

Administrative Services

Serves as the agency authority on administrative matters and provides expert advice to the executive level managers, the Office of the Inspector General, and other Commission staff. Provides oversight and direction to EAC employees and serve as subject matter expert, providing leadership, technical oversight, strategic planning, performance management, and guidance to subordinates engaged in the following general administration and office support programs/functions:

- Space and Facilities
 - Travel
 - Events Management
 - Micro-purchases
 - Support Services (e.g., mail handling and distribution)
 - Customer service (phone calls and visitor greetings)
 - Health, Safety, and Emergency Preparedness, and
 - Correspondence preparation / reporting associated with various EAC programs/functions.
- Identifies, formulates, and recommends to EAC leadership the need for new or modified policies, programs, and procedures governing all administrative functions and programs.
 - Designs and implements general administrative procedures and policies for EAC staff.
 - Interprets and develops policies and procedures to implement federal laws and regulations enacted by Congress or issued by the Comptroller General, General Services Administration (GSA), Government Printing Office (GPO), OMB, Federal Protective Service, and SBA with respect to administrative matters.
 - Provides analytical management advisory services, guidance, interpretations, training, and/or briefings on current and proposed policies for EAC's administrative programs.

- Evaluates and identifies short and long-term goals and resource needs to ensure the division's success in the most effective and efficient manner.
- Provides technical guidance necessary to resolve difficulties experienced by EAC staff when implementing administrative processes and provides pertinent information and analysis to the agency executives.
- Serves as a Contracting Officer Representative to monitor and support the contractor's performance, ensuring contract requirements are met, issues identified are addressed in a timely manner, and administrative actions in support of the award are conducted.
- Monitors and participates in special projects to include the follow-up on actions resulting from meetings.

Space and Facility Management

Plans and directs the agency's property, space, and facility management programs and initiatives to include.

- Provides authoritative advice and direction concerning space requirements to architects, space planners, construction management officials, and GSA project managers.
- Directs contractors on various aspects of work projects and resolves project planning and invoicing problems.
- Recommends priorities for allocation of new and additional space based on analysis of requests.
- Makes site inspections of existing, available, and adequate space in response to space allocation requests.
- Oversees and coordinates with external contractor(s) on the built-out and furnishing of expansion space.
- Monitors work progress; reviews completed work by contractors and determines when contractor's invoices should be paid.
- Reviews invoices for accuracy and approves invoices if work is completed in a satisfactory manner.

- Coordinates the scheduling of building maintenance projects, and keeps staff informed of progress.
- Coordinates move dates with EAC staff members.
- Assists managers in identifying and selecting new equipment and furniture for purchase. Monitors and manages leased equipment and furniture.
- Maintains EAC facility records (i.e., floor plans, space layouts, etc.) reflecting current space-plans.

Travel

Provides oversight for all EAC travel activities and subordinates involved in the following activities.

- Creates and approves EAC authorizations, vouchers, and local vouchers. Maintains various automated databases for travel orders and vouchers. Prepares, updates, and tracks travel actions. Provides employees with information concerning TDY status. Applies knowledge of the federal travel regulations concerning per diem, lodging, airline reservations and authorized expenditures.
- Ensures correctness of all travel documents. Provides advice and guidance to EAC travelers.
- Makes travel and lodging arrangements and coordinates schedule of visits. Handles unusual or unprecedented travel problems independently, taking action or recommending solutions to the traveler or supervisor. Resolves a variety of travel system related actions. Monitors progress and conducts follow-up on each action until resolved.
- Assists in the development of budget estimates based upon the requirements of the office. Reviews annual budget requests for travel to ensure that funds are available. Reviews and updates status reports for consideration of estimated travel budget requirements for the current year.

Events Management

The Supervisory AO oversees, supports, and/or coordinates the organization for all-hands of representational events. The incumbent will coordinate logistical details as needed including venue, refreshments, other requirements (e.g., audio/visual equipment), hotel, travel, transportation, and access for EAC staff or invited guests, etc. Events may be internal to the EAC or external and may require cooperation with EAC Program Offices or external parties.

Micro-purchases

The Supervisory AO oversees micro-purchases for the EAC. The Supervisory AO ensures appropriate management controls and staff training are in place, documented, and that the procedures conform with FAR regulations and EAC procurement policies. The incumbent may consult with a wide variety of Program Offices, vendors, and contractors as needed. Plans and coordinates any administrative actions handled through required systems for the approval of the warranted Contracting Officer and Finance Team.

Health, Safety, and Emergency Preparedness

The Supervisory AO oversees, supports, and/or coordinates the organizations Health, Safety, and Emergency Preparedness functions. The incumbent conducts and coordinates with appropriate and responsible authorities the periodic inspections of EAC facilities to ensure proper procedures for security, fire prevention, safety, and cleanliness are in place and in compliance with USG regulations, and EAC policy; and, conducts spot checks on various records throughout the year to determine their validity and to ensure that all items are accounted for and that actual accounts match records. The incumbent also coordinates with GSA and FPS to ensure that staff safety and facility security are managed according to USG regulations.

Contracting Officer's Representative

The Supervisory AO is responsible for managing and monitoring the performance of contracts to ensure compliance with contract terms, specifications, and schedules. This includes the supporting pre-solicitation documentation including requests for information, statement of work, independent government cost estimates, and monitoring and documenting contractor performance, reviewing deliverables, and coordinating with the Contracting Officer to address any issues or concerns. The COR provides technical expertise, assists in the evaluation of contractor performance, and supports the Contracting Officer in contract modifications and closeout procedures.

SUPERVISORY CONTROLS

The incumbent reports directly to Chief Financial Officer. In consultation, the incumbent and supervisor discuss work responsibilities and solutions for handling unusual situations. The incumbent works independently to plan and carry out steps for completing position duties in accordance with policies, procedures, and precedents. When current practices or deviations in an assignment create difficulties in completion, the incumbent uses his/her own initiative to resolve them and coordinates efforts with other employees involved in or affected by the situation. Completed work is evaluated for technical soundness, usefulness, and conformance with requirements and needs. The methods used to produce work normally are not reviewed.

EXERCISE OF JUDGMENT

The incumbent exercises a high level of independent judgment, discretion, initiative based on knowledge and experience within available guidelines in planning, training, managing, and exercising delegated authority to weigh the needs of the team or requestors, and accordingly makes appropriate decisions. The incumbent demonstrates capability of guiding, assisting, and advising EAC staff and their staff regarding USG regulations and EAC policy.