Administrative Technician GS 303-7

Introduction

The incumbent serves as the principal source of administrative expertise located in a small to medium station, with subordinate administrative personnel, or a co-located station, or have sub office(s), or the station has complicated operational issues (heavy public use, extensive law enforcement, urban area location, active visitor/training center) and a complicated budget. The incumbent has primary responsibility for administrative support activities such as budgetary and fiscal accounting, procurement, property management, personnel, and various Automated Data Processing (ADP) programs. Typical, though not all inclusive duties include:

A. Major Duties

Budget and Finance

Responsible for developing budget estimates, justifications, and all financial activities for several sub-activities and/or other stations. Responsible for a continuing review of the utilization of funds, funds availability, and overall budgetary process for 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 an 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 for several stations. 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 subactivites are liquidated at the end of the fiscal year. Initiates and completes all correspondence necessary to resolve discrepancies in fiscal transactions with commercial firms, Denver Finance Center and Regional Office.

Procurement and Property

Assures 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. Maintain a Level I warrant.

Provides assistance and guidance to other field offices on procedures for procurement of equipment, supplies, materials and services, restricted or sensitive items.

Property Management

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.

Personnel

Advises the Project Leader/supervisor in establishing positions, developing and writing positions descriptions, preparing performance standards, determining qualifications for the job and of candidates, reviewing certificates, interview candidates, and executes requests for personnel actions.

Monitors appointment limitations and prepares appropriate actions using the approved electronic SF-52 process; and forward 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 Administrative Duties

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

Responsible for administering, supervising, and training 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 is the Computer Support person providing assistance with day-to-day questions regarding various programs and provides ADP management, network administration, and technical support. Coordinates computer hardware and software acquisition, installation and upgrades, system backup procedures and system maintenance.

Serves as direct supervisor for the administrative staff.

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.