

Classification: Executive Assistant, NH-0301-II
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:
 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: Stephen M. Seay, BG

Title: Program Executive Officer

Signature: _____ /s/ _____ **Date:** 5/12/03

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:** 5/12/03

FLSA:	Non-Exempt	BUS Code: 8888	CL: 208
Drug Test:	No	Emergency Ess:	
Key Position:		OPM Functions Code:	
Sensitivity:	NCS	Status:	Competitive
Reason for Submission:	Acq Demo Conversion	Subject to IA:	No
Previous PD Number:	10938	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:	<input type="checkbox"/> Public Financial	<input type="checkbox"/> Confidential Financial	
	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Manager	<input checked="" type="checkbox"/> Neither
Citation 1:	USOPM PCS for GS-301, 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:

This position is located in the immediate office of the Program Executive Officer (PEO) in the Program Executive Office, Simulation, Training and Instrumentation (PEO STRI).

II. Position information:

Executive Assistant (OA), NH-0301-II

III. Duties:

Serves as Executive Assistant, trusted confidante and personal assistant to the PEO. Exercises a management sense of what needs to be done and when to do it.

1. Receives telephone calls and personal callers to the PEO. Determines nature of call or business of visitors. Decides whether the importance of the business, rank or position of visitor is such to require the personal attention of the PEO or if the caller should be referred to the appropriate office concerned with the subject. Refers to the PEO calls such as those from community leaders, congressional representatives and key personnel. Refers to appropriate office actions of a problem nature or those requiring a technically qualified response. When calls involve matters on which the PEO will require background information, tactfully postpones conversation, obtains required information and presents it to the PEO when informing him of impending call.

- Controls the PEO's activities schedule and prepares a daily schedule for his reference. Establishes priorities; sets up, reschedules or refuses appointments; accepts or declines invitations to meetings or speaking engagements and arranges for representation of a subordinate official that is desirable. Assures that appointments personally made by the PEO are integrated into calendar of activities.

- Maintains an awareness of sensitive matters including those relating to the reputation of subordinates within PEO STRI, as well as privileged information pertaining to proposed policies, actions, and decisions being formulated. Assures that working papers, other written records, conferences and private

discussions on these sensitive and privileged matters are not revealed to unauthorized personnel.

- Arranges a variety of meetings and conferences for the PEO. Contacts Directorates or Project Managers for inputs on topics to be discussed by the PEO. Coordinates and arranges for a mutually satisfactory time and notifies the other attendees of the impending meeting. Arranges meetings in the PEO's office relating to PEO STRI programs. Notifies the Directors of time and topic to be discussed. As required, prepares Memorandum for Record (MFR) of the meetings in conjunction with the PEO.

- Receives and reads business mail personally addressed to the PEO. Refers to the PEO those of importance or interest, such as congressional inquiries, requests from civic organizations, legal matters, etc. When correspondence requires a technical response, makes a copy for suspense and forwards original to concerned office. Retains for personal handling matters requiring letters of acknowledgement, requests for action or information which would normally receive the PEO's attention or made known to responsible staff personnel who can satisfy request. Monitors resulting activities for the purpose of briefing the PEO.

- Recognizes the need for, composes and prepares for signature of the PEO letters of acknowledgement, commendation, notification, condolence, etc. Reviews correspondence and documents prepared for signature of the PEO for conformance to regulations, grammar, format, and special policies of the PEO. Returns such communications to the originator for correction when not in compliance with known policies or correspondence regulations.

- Establishes and maintains a current locator world-wide reference system of all military civilian personnel essential to the operation of PEO STRI for immediate contact of the PEO (i.e., presidents of large firms, foreign military, Army Commanders, Government committees, Congressional members, etc.).

- Establishes and maintains convenience files for the PEO based on his policies and a knowledge of the program for ready reference in anticipation of his needs concerning messages, personal files, speeches, etc.

- Makes arrangements for travel. Arranges schedule of visits, makes transportation and accommodation reservations, notifies organization and officials to be visited, arranges clearances, arranges for passport, keeps in touch with PEO en route, writes thank you letters, prepares travel voucher and submits reports.

2. Serves as the PEO's action officer to ensure PEO STRI's supervisors comply with instructions by submitting reports and actions and on time. Receives requests from other organizations within the agency for information concerning programs under the PEO's control. From available background data, assembles requested information or follows up to see that subordinates in PEO STRI submit required answers within the specified time.

- Studies the need for, and establishes routine and special procedures, and Standing operating Procedures (sops) for administrative actions. Monitors PEO STRI's clerical staff needs and resolves any conflicts in administrative policy or matters of controversy. Responsible for advising and guiding the clerical activities of PEO STRI on administrative matters. This is accomplished by written instructions, training classes, reference material and supplies. Instructions cover job techniques, timeliness, and quality.

3. Serves as office manager by providing general administrative direction to other PEO support personnel within the front office (e.g., support personnel for the Deputy PEO and other senior staff members, including occasional temporary administrative support personnel). Duties involve direction and development of administrative procedures to ensure efficient office management by eliminating duplication of effort in such areas as filing, record keeping, etc., and assure coordination among support staff to assure consistency within the PEO front office. Calls upon administrative support employees throughout the PEO to assure that each desk is covered in the absence of self or other workers within area of responsibility. Plans for and schedules training, recommends approval/disapproval of leave and may approve short-term emergency leave. Distributes work among PEO administrative staff during periods of peak workload. Resolves minor administrative problems.

Performs other duties as assigned.

IV. Factors:

Factor: 1. - Problem Solving Level II.

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

Plans and conducts functional technical activities for projects/programs. Identifies, analyzes, and resolves complex/difficult problems. Independently identifies and resolves conventional problems which may require deviations from accepted policies or instructions. Adapts existing plans and techniques to accomplish complex projects/programs. Recommends improvements to the design or operation of systems, equipment, or processes.

Factor: 2. - Teamwork/Cooperation Level II.

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 to accomplish projects/programs. Uses varied approaches to resolve or collaborate on project/program issues. Facilitates cooperative interactions with others. Guides/supports others in executing team assignments. Proactively functions as an integral part of the team.

Factor: 3. - Customer Relations Level II.

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.

Guides the technical/functional efforts of individuals or team members as they interact with customers. Initiates meetings and interactions with customers to understand customer needs/expectations.

Factor: 4. - Leadership/Supervision Level II.

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.

Actively contributes as a team member/leader; provides insight and recommends changes or solutions to problems. Proactively guides, coordinates, and consults with others to accomplish projects. Identifies and pursues individual/team development opportunities.

Factor: 5. - Communication Level II.

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

Communicates team or group tasking results, internally and externally, at peer levels. Writes, or is a major contributor to, management/technical reports or contractual documents. Presents informational briefings.

Factor: 6. - Resource Management Level II.

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

Plans and utilizes appropriate resources to accomplish project goals. Optimizes resources to accomplish projects/programs within established schedules. Effectively accomplishes project/program goals within established resource guidelines.

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

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

Knowledge of the substantive programs of PEO STRI as they relate to PEO STRI's clerical and administrative functions, organizational structures within PEO STRI and of higher headquarters; and community affairs

Knowledge of administrative concepts and practices

Knowledge of the PEO's views and priorities

Skill in applying several types of office automation software packages, practices, and procedures in processing and producing a wide range of documents and other materials in support of the office mission.

Skill to operate an electronics typewriter, word processor, and/or personal computer, using a standard typewriter style keyboard with additional functional keys to produce work accurately and efficiently. A qualified typist is required.

Skill in interpersonal relations

Ability to plan and organize work

Ability to gather, analyze, and present facts

Ability to communicate orally and in writing

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