

**OFFICIAL TITLE, SERIES, AND GRADE:
ADMINISTRATIVE OFFICER, GS-0341-11**

Summary of Major Duties

Administrative Program Planning Work

The incumbent analyzes established programs for the organization. In the event of a disaster or emergency, the incumbent supervises the team's mobilization and movement operations, establishment, and disestablishment of worksites.

Human Resources Administration and Management Work

Develops informational materials based on knowledge of internal operations, agency human resources policies, budgetary constraints, and work priorities. Performs time and attendance functions for assigned area. Performs position management review.

Budgeting and Financial Administration

Provides administrative support to processes such as budget formulation and execution. Provides guidance in preparing the budget package for submission. Monitors fund balances and status of projects, and recommends reprogramming of funds as needed.

Administrative Management of an Organization

Advises the team leader/commander and his/her staff regarding the impact of policies on the operation of the disaster medical team. Maintains the team database for readiness in areas such as training, immunizations, performance evaluations, and license/certification/credentials. Reviews procurement requests to ensure availability of funds, prevent duplication, coordinate ordering, and effectively utilize surplus property.

Minimum Qualifications

One year of specialized experience directly related to the position, equivalent to at least GS-09 level in the Federal service that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.