

**OFFICIAL TITLE, SERIES, AND GRADE:  
ADMINISTRATIVE OFFICER, GS-0341-12**

**Summary of Major Duties**

**Administrative Program Planning Work**

In addition to the work of the GS-0341-11, Administrative Officer, the incumbent defines goals to be met on major program issues, recommends a course of action, and implements the alternative policies chosen for various administrative areas such as budget and fiscal management, supply, service and equipment procurement, personnel and workforce utilization.

**Administrative Management of an Organization**

Performs in-depth analyses to develop and interpret administrative policies and procedures. Provides policy guidance and direction to managers. Advises the team leader/commander and his/her staff regarding the impact of policies covering internal operations. Formulates plans and provides advice on resolving problems.

**Human Resources Administration and Management Work**

Coordinates personnel-related matters with the FEMA Response Division liaisons. Analyzes and makes recommendations for best utilization of human resources. Calls management attention to problems that require headquarters intervention or correction. Provides orientation for new staff. Drafts and processes all personnel actions, tracking them through the various administrative levels of the organization.

**Budget and Financial Administration**

Analyzes and provides a full range of liaison services to support the administration of a complex budget that involves both program and administrative expenses, such as developing and disseminating informational materials to managers on drafting multi-year budget inputs for the Federal budget.

**Quality/Productivity Program Administration Work**

Analyzes and provides a full range of advisory services for administering a quality management program, such as a regional office, center, or major field installation. Ensures that administrative issues are documented and that follow-up action is taken regarding recommendations made as a result of quality assurance or productivity program activities.

**Facility Services, Property, and Supply Administration**

Performs and maintains adequate controls to ensure compliance with established policies and regulations in the procurement and utilization of supplies, materials, equipment and services. 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-11 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.