

# **Executive Administrator AD-0301-00 Job Announcement**

Executive Administrator – Arlington, VA

**(\$51,630-\$81,204)**

## **INTRODUCTION:**

This position is located in the Arlington, VA, Office of Special Inspector General for Afghanistan Reconstruction (SIGAR), and reports to the Inspector General.

Serves as the executive assistant to the Inspector General (IG). The incumbent performs a wide variety of administrative duties for and on behalf of a senior level official relating to special and continuing projects and assignments which cross Directorate lines and have a vital impact on the operation of SIGAR and its Afghanistan office. Directs, coordinates, monitors, and evaluates significant projects and activities concerning headquarters administrative issues. The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The incumbent performs a number of support functions requiring knowledge of administrative functions, policies, office procedures, instructions, regulations, and directives as they relate to the organization. Also provides periodic administrative support to other senior executives.

## **MAJOR DUTIES:**

Receives and screens calls and visitors to the office and takes appropriate action. Refers those calls not requiring the supervisor's attention to appropriate subordinate staff or organization. Answers most questions and handles those matters which can be resolved without reference to the supervisor. Maintains point of contact for all actions and updates telephone and address lists. Briefs or provides information to callers or visitors from outside based on the knowledge of SIGAR's mission.

Receives and reviews all incoming correspondence, establishing controls on certain items and replies to administrative correspondence not requiring the supervisor's attention. Routes correspondence to appropriate staff member. Prepares complex but non technical answers to queries and actions from the IG. Assembles necessary material to compose correspondence, securing and summarizing information from a variety of sources in the immediate office and subordinate organizational elements. Reviews all outgoing correspondence for clarity, proper format, grammar, typographical accuracy, proper coordination and attachments.

Advises the IG of important office matters arising during his/her absence and calls attention to significant items in reports, files, and correspondence.

Manages and initiates actions to carry out policies and disseminate information within headquarters and subordinate offices; and other appropriate organizations and agencies. Coordinates with members of the Headquarters staff in implementing approved plans. Coordinates briefings, conferences and other meetings.

Maintains IG's calendars of official and social engagements. Schedules appointments and conferences, declining those in conflict with other engagements. Makes necessary

arrangements for conferences or meetings called by the IG, including reservation of space, notification of personnel, etc. Works closely with Travel to make travel arrangements for the IG. Coordinates visits to Afghanistan with the Forward Operations office to ensure schedule meets the IG's expectations; arrangements, lodging reservations, etc.

Oversees maintenance of the master policy file, SOPs, and all correspondence to and from the IG. Tasks and disseminates administrative work to support personnel throughout the regional HQ. Gathers, analyzes, and evaluates information to ensure timely performance of work and that quality standards are met; accepting, amending, or rejecting work as appropriate.

Obtains from appropriate staff offices information requested by supervisor such as status of correspondence, verification of facts, regulatory references, dates of scheduled events, etc. Receives requests for statistical or informative material, advises when material will be ready, and either prepares personally, or refers to other staff members for preparation. Assists in implementing supervisor's instructions, explains reporting requirements, and arranges with other offices for collection and submission of data for assembly into general reports of the total work of the office. Maintains supervisor's personal and official files in such a manner that documents may be located on a moment's notice. Recognizes the need for and establishes special files on new subjects as they arise. Locates and summarizes information from files when this requires recognizing relevant information.

Determines the need for, and coordinates courtesy visits of VIPs. Assures proper planning and direction for social functions for the agency (e.g. promotion/award ceremonies and special functions). Prepares After Action Reports following major events.

Performs other duties as assigned.

### **Knowledge Requirements:**

Knowledge of administrative concepts and practices to recommend change in administrative policies, to devise and install procedures and office practices affecting subordinate organizations, and to foresee administrative problems and requirements.

Knowledge of grammar, spelling, punctuation, required correspondence procedures and formats, and preferred style, tone, etc., of the organization.

Knowledge of the capabilities and limitations of various software packages, e.g., calendar, Microsoft Office Word, PowerPoint, etc., to create, update, edit, and revise a wide range of documents, automated records, databases, etc.

The work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

Detailed knowledge of SIGAR's mission, command channels, general officer requirements, and thorough knowledge of administrative functions, policies and procedures.

Knowledge and understanding of personnel management principles, practices, methods, and techniques. Skill in establishing and maintaining effective and cooperative work relationships with representatives of other federal organizations.

Expert skill in oral and written communication.

### **Key Requirements:**

Candidates for this position:

- may be considered essential to support of the SIGAR mission. If considered emergency essential, failure to remain in this position may result in separation for the efficiency of the Federal Service (Ch. 75, Title 5 USC; FPM Ch. 752).
- may be required to submit an Executive Branch Confidential Financial Disclosure Report.
- must complete a Form SF 312, Classified Information Nondisclosure Agreement.
- must be eligible for and be able to maintain a SECRET clearance.

### **Reemployment of Annuitants:**

Reemployed Annuitants may be eligible for appropriate pay rate for the position without a reduction in pay or of the annuity. As a result, the salary of the annuitant is not offset by the amount of the annuity received for the period of employment.

**Applicants should send a resume by electronic transmission, to [sigar.pentagon.m-s.mbx.jobs@mail.mil](mailto:sigar.pentagon.m-s.mbx.jobs@mail.mil) or fax 703-602-8753 Attention: Executive Administrator Announcement.**