

## **PROGRAM SUPPORT SPECIALIST IS 301 09**

### **INTRODUCTION**

This position is located in the Consortium for the Barcode of Life (CBOL), National Museum of Natural History (NMNH), Smithsonian Institution. The incumbent serves as an assistant to the Executive Secretary of CBOL in matters relating to management, space, administration and finances. Serves as fund manager for CBOL.

### **DUTIES**

The incumbent functions as a full-time assistant to the Executive Secretary and performs the full range of administrative duties in the Department as follows:

#### **Assistance to Executive Secretary**

Serves as an assistant to the Executive Secretary requiring that the incumbent be thoroughly aware of the Executive Secretary's position on major department matters. Keeps calendar for Executive Secretary. Assists the Executive Secretary with preparation of proposals, reports, spreadsheets, etc. and files and organizes all records to facilitate the day-to-day operation of the office. Assumes full responsibility and is the primary Departmental contact for the Executive Secretary.

#### **Fund Management**

Establishes and maintains accountability records for funds control of the various financial matters relating to CBOL. Posts obligations to the Fund Management System; reviews obligating documents to ensure that funds are used according to approved budgets. Compares OC monthly financial reports with internal records, and identifies and reconciles discrepancies by correspondence or contact with appropriate liaison accountant. Follows-up on orders, pursuing problems through appropriate Smithsonian offices and/or vendors. Certifies availability of funds for all obligating documents. Monitors fund balances and keeps the Executive Secretary informed of budget balances and fiscal affairs.

#### **Administrative Support**

Carries out a variety of department-wide activities to ensure the smooth operation of the department. These includes financial and personnel activities; preparing travel; planning and organizing department and special subject meetings; helping to promote the department and the staff and suggesting and implementing organizational and procedural methods of improving the functioning of the department.

Performs other duties as necessary, on own initiative or as required by any given situation.

### **FACTORS**

#### **Knowledge Required by the Position**

Knowledge of functions of SI and CBOL. Knowledge of the duties, priorities, commitments, and program goals of CBOL and some of its initiatives in order to perform assignments related to administrative support functions.

Must be knowledgeable of NMNH, SI, and federal procedures, policies, regulations, etc. in matters related administrative support function of financial matters.

Ability to communicate orally and in writing. Skill in using computer software for office management (i.e. Office Suite, Macromedia)

### **Supervisory Control**

Work for which the incumbent is responsible on a long-term basis is assigned either orally or in writing. Deadlines for completion of the fiscal work are normally linked to the budget cycle. Special projects and assignments are given by the Executive Secretary in terms of overall objectives to be accomplished or are initiated by the incumbent on perception of need.

Keeps supervisor informed of controversial or administrative issues that arise and of unexpected problems.

### **Guidelines**

Guidelines consist of Department, Museum, Sponsor, and Smithsonian policies and regulations. Also included are supplementary policies formulated at the Department or Museum level and oral standard operating procedures issued by the supervisor. Considerable judgment is used by the incumbent in independently locating and selecting the proper guide or procedure from among the many which may apply and/or in making adaptations in dealing with problems and unusual situations in recommending solutions.

### **Complexity**

The work involves varied duties, requiring different and unrelated processes and methods. Decisions regarding what needs to be done are based on incumbent's knowledge of the duties, priorities, commitments, and goals of the Executive Secretary and any future staff.

### **Scope and Effect**

The incumbent's administrative assistance to supervisor is critical to ensuring that CBOL runs smoothly according to Smithsonian and Government regulations and deadlines are met.

### **Personal Contacts**

Contacts are with Departmental staff, with administrative and management of personnel of the Museum and the Institution, such as the NMNH Director's Office, Office of the Assistant Secretary for Science, Office of General Counsel, OC, OCON, OHR, OBM and OPlants. Contacts are by telephone, in person, and in writing.

### **Purpose of Contacts**

Purpose is to coordinate and carry out various functions on behalf of the Executive Secretary.

### **Physical Demands**

Work places no special physical demands on incumbent.

### **Work Environment**

Work is primarily performed in an office setting.