

REASON FOR THIS POSITION		
1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/>	3. REPLACES PD NUMBER <input type="checkbox"/>

**POSITION DESCRIPTION  
COVER SHEET**

<b>RECOMMENDED</b>			
4. TITLE	6. PAY PLAN GS	8. SERIES 341	7. TRADE 12
8. WORKING TITLE (Optional)		9. INCUMBENT (OPTIONAL)	

<b>OFFICIAL</b>						
10. TITLE Administrative Officer						
11. PP GS	12. SERIES 341	13. FUNC	14. GRADE 12	15. DATE	16. I/A <input type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER

<b>18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)</b>	
1st	5th
2nd	6th
3rd	7th
4th	8th

**SUPERVISOR'S CERTIFICATION**  
I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE <i>Joanne W. Simms</i>	20. DATE 08/30/95	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE Joanne W. Simms, Director, Office of Human Resources, ARH		24. SECOND SUPERVISOR'S NAME AND TITLE	

<b>FACTOR EVALUATION SYSTEM</b>					
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			<b>TOTAL POINTS</b>		
					<b>GRADE</b>

<b>CLASSIFICATION CERTIFICATION</b> I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE <i>Mary C. Lyman</i>	30. DATE 9/13/95
31. NAME AND TITLE Classification Work Group	
32. REMARKS Full performance	33. OPM CERTIFICATION NUMBER

**Administrative Officer**  
**GS-341-12**

**1. Introduction**

Incumbent serves as the principal advisor to the Secretary's Representative/State/Area Coordinator and the program managers on all administrative services, all administrative budget issues, selected human resource functions, and small purchase authority in those offices without contracting presence.

The incumbent reports to the Director, Administrative Resources Division in the Administrative Service Center responsible for support services in the jurisdiction.

**11. Duties and Responsibilities**

1. Serves as the key resource person to management in developing and improving methods and recommending actions which ensure high quality, cost effective, and timely use of space, administrative funds, materials, telephone equipment, and fax machines. In offices without a subordinate staff, ensures that necessary supplies and equipment are available for staff use, provides mail management service, arranges transportation and travel services, and manages the administrative budget and funds for the office.
2. Serves as the principal labor relations consultant in the Office. Coordinates as necessary with the labor relations staff in the Human Resources Division in the Administrative Service Center (ASC) on all labor relations issues to ensure that all issues are properly resolved and consistent with other Field Offices.
3. Functions with delegation of authority from the ASC Director to carry out his/her policies and views on management issues impacting the Office. Represents the State Coordinator, when requested, on administrative boards, panels and committees, the Federal Executive Board, the Office Affirmative Action Committee, and on Alternative Dispute Resolution issues.
4. Serves as the technical consultant to management on issues involving employee performance evaluations, and conduct and performance based actions. Assures conformance with Departmental procedures and the negotiated union agreement. Responsible for monitoring all personnel actions, handling complaints concerning workplace conditions to include health and safety issues, and managing the employee relations program.
5. Where applicable, supervises a staff responsible for providing administrative support services for the office. In this capacity, is responsible for supervisory functions such as: assigning work; establishing guidelines and objectives; and evaluating performance.

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6. Provides health and safety training to include coordination of the health facility for the office and conducting safety inspections.
7. Responsible for the overall development of the administrative budget for the office and ensures that all requests are based upon a thorough analysis of need and economy of operations. In connection with this function, assists program offices in developing their own budget requests. Provides assistance to program offices in managing travel and related administrative expenses.
8. Provides input to the Director, ARD, on procedural and policy initiatives under study which are intended to improve the delivery of services to clients. In addition, reviews procedures on an ongoing basis, and actively seeks out feedback on the quality, timeliness, and cost efficiency of services provided to Field Office staff. Implements changes considered prudent, or recommends changes on issues requiring approval at the ASC or higher organizational level.

#### 111. Supervisory Controls

The incumbent plans, coordinates and carries out the necessary actions in order to accomplish assigned functions. The employee independently resolves day to day problems in accordance with the body of accepted office policies, applicable precedents, and procedures, and established management practices. The supervisor is available for consultation on controversial or precedent-setting matters. Work is reviewed by the supervisor on the basis of its effectiveness in meeting overall goals and objectives.