



Position Vacancy Announcement

Administrative Specialist CS-0301-12

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| PAY PLAN, SERIES AND GRADE: | CS-0301-12 |
| AGENCY: | Office of the People's Counsel |
| AREA OF CONSIDERATION: | Agency Only |
| OPENING DATE: | May 3, 2017 |
| CLOSING DATE: | May 8, 2017 |
| NUMBER OF VACANCIES: | One (1) |
| SALARY RANGE: | \$70,345-\$89,992 |
| TOUR OF DUTY: | Full-time, 40 hours per week (some evenings and weekends) |

COLLECTIVE BARGINING UNIT: This Position is not in a collective bargaining unit (non-union)

Job Summary

This position is in the Office of People's Counsel (Agency). The Administrative Specialist provides technical and administrative support to the Operations Division, which is built on an ongoing and highly confidential, trustworthy, and professional working relationship. The Administrative Specialist performs a combination of administrative and technical duties in direct support to the Office. The Administrative Specialist ensures smooth operation of the day-to-day assigned administrative activities of the OPC and provides, when required, research assistance and analysis duties as needed for staff members. The position reports directly to the Chief Operating Officer.

MAJOR DUTIES AND RESPONSIBILITIES:

- Assists the Operations Division in the day-to-day functions including assessment of management and administrative problem/issues that surface. Coordinates management projects, ensuring that projects are carried out in a timely manner and in accordance with established policies and procedures.
- Conducts research and fact-finding investigations, and analyzes, interprets and tracks Agency and Operations Division assignments and projects, ensuring that deadlines are

me. Identifies problems and specific issues, advises the Chief Operations Officer and recommends solutions or alternatives.

- Serves as the Agency Program Coordinator (APC) for P-Card purchase program. Ensures that monthly agency transactions are accurate and submitted for timely payment.
- Analyzes and assists the Operations Division in meeting Agency deadlines for reporting to various city agencies as mandated by District government.
- Assists in the development of Operations/Training Manuals that help management streamline policy and procedures for the Agency.
- Inputs and tracks agency performance measures quarterly in the Office of the City Administrator's (OCA) KPI Tracker database. Maintains the training web portal with appropriate links to essential training resources
- Serves as the agency coordinator for the Department of Human Resources (DCHR) Center for Learning and Development training classes, and implements and facilitates staff training for the Agency.
- Types from rough draft and notes correspondence, charts, tables, memoranda, and other documents generated by the People's Counsel and Chief Operations Officer as needed and directed.
- Formats and finalizes all documents prepared by and at the direction of the Chief Operations Officer. Proofreads and edits typed material. Accurately creates documents and correspondence from existing documents for signature.
- Finalizes and formats submissions to the D.C. Council with respect to budget requests and oversight, including providing guidance and instruction to Agency on uniform formatting of various division sections for inclusion in the final OPC response.
- Collects, finalizes, and timely transmits annual submissions such as, but not limited to, attorney certificates of good standing and Office of Campaign Finance disclosure forms as required by the Agency and D.C. Government.
- Maintains agency wide seasonal calendar.
- Performs other duties as assigned.

QUALIFICATIONS

- Strong communication skills (both written and oral)
- Ability to multitask and work well under pressure
- Ability to manage complex projects simultaneously
- Have strong Microsoft Office and basic IT experience

- Especially Microsoft Outlook, Word, Excel, PowerPoint
- Have excellent organizational skills and punctuality
- Have excellent interpersonal skills to communicate with a wide a range of leaders
- Have keen attention to details
- Strong ability to research for multiple projects
- Ability to solve complex problems quickly
- Being a strong team player and having a positive attitude is essential.

LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS

A valid driver's license.

EDUCATION

Minimum requirement: A high school diploma; education and work experience considered or an associate's degree.

WORK EXPERIENCE

Three (3) years of specialized professional experience that has equipped the applicant with the knowledge, skills and abilities to successfully perform the duties of this position.

WORK ENVIRONMENT

The work is performed in an office setting, but requires incumbent to attend outreach events at selected venues, i.e., schools, auditoriums, libraries, etc.

RANKING FACTORS

Ranking Factor #1: Describe your comprehensive knowledge of DC Government performance measures and The Office of the City Administrator's (OCA) KPI Tracker database.

Ranking Factor #2: Skill in oral and written communications sufficient to communicate with diverse groups.

Ranking Factor #3: Describe your ability to plan and coordinate multiple projects and project activities simultaneously that involve a combination of priorities.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that include the degree to which you possess the job-related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and

accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.

CONDITIONS OF EMPLOYMENT

Physical Effort: There are no special physical demands required to perform this job. The work is primarily sedentary in nature, however, there are intermittent periods of standing, bending, stooping, and carrying of lightweight items.

Working Conditions: Work is performed in a typical office environment.

PRIORITY CONSIDERATION

Displaced Employee Priority Placement: Eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS

Employee Benefits: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia Government's retirement plan. However, if selectee was previously employed in the District of Columbia Government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

RESIDENCY REQUIREMENT

A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), who is a bona fide District resident AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.

INFORMATION TO APPLICANTS

Drug-Free Workplace: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

Veterans Preference: Applicants claiming veterans' preference must submit official proof at the time of application.

HOW TO APPLY

Send your DC 2000, with ranking factors and resume to HR@opc-dc.gov

Contact Information: All inquiries related to employment and job applications should be directed to HR@opc-dc.gov.

DISPOSITION OF RESUME

Resumes received outside the area of consideration and/or after the closing date will not be given consideration. For the purpose of employment, resumes are not considered job applications. Therefore, a DC 2000 job application is required to be submitted.

CLOSING STATEMENTS

Job Offers: Official Job Offers are made by the OPC Office of Human Resources only.

Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer.