

POSITION DESCRIPTION (Please Read Instructions on the Back)

Agency Position No
R397089

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <i>anation (Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No								
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt			8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests			9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			13. Competitive Level: Code							
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)			11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use			15. Classified/Graded by						
a. U.S. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review		d. First Level Review		e. Recommended by Supervisor or Initiating Office		Official Title of Position		Pay Plan	Occupational Code	Grade	Initials	Date
						Budget Assistant				GS		561	7	SMK	8/28/97	

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

Employee Review—This is an accurate description of the major duties and responsibilities of my position.

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this 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 statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.		22. Position Classification Standards Used in Classifying/Grading Position Standard Position Description R397089 Budget Clerical Assistance Series, GS-561 TS-67, 3/83	
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Typed Name and Title of Applicant: **Sandra M. Kemper
Personnel Management Specialist**

Signature: *Sandra M. Kemper* Date: **8/25/97**

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

Remarks: Full Performance Level: GS-7

Personnel Folder Copy _____
Supervisory Copy _____
Employee Copy _____
Classification Copy _____

BUDGET ASSISTANT, GS-561-7

Introduction

The incumbent is the principal source of administrative expertise located in a small to medium station; will be co-located station(s); or have subordinates; or have sub office; or complicated operational issues (heavy public use, extensive law enforcement issues, urban area location, active visitor/training center); but will have complicated budget issues. Incumbent provides the primary advisory services to the Project Leader/Field Supervisor and other office staff on matters relating to all areas of financial and administrative planning, policy and procedure. Incumbent is responsible for analyzing, planning, supporting and accomplishing management functions such as budget/financial, travel, personnel, acquisition, property, space, and Automated Data Processing (ADP). Typical, though not all inclusive duties include:

Position Summary

Incumbent is the principal source of administrative expertise in a Field Office and any satellite office. Provides the primary advisory services to the Field Supervisor and other office staff on matters relating to all areas of financial and administrative planning, policy and procedure. Responsible for analyzing, planning, supporting and accomplishing the following administrative and management functions such as budget/financial, travel, personnel, acquisition, property, space, and automation management.

A. Major Duties and Responsibilities

Budget/Financial Management

Incumbent is field office's primary financial advisor on budget formulation and execution, financial planning, and accounting to ensure most advantageous use of existing funds and to avoid over-obligation. Manages financial management system.

Responsible for preparing financial reports, developing budget estimates, justifications, and all financial activities for the field office and any satellite offices. Responsible for a continuing review of the utilization of funds, funds availability and overall budgetary progress for the office. Funds typically include numerous sub-activities and funding sources. The field office budget will routinely include funding in one-year, multiple-year or no-year categories.

Incumbent manages the complex reconciliation of costs associated with the Natural Resource Damage Assessment (NRDA) program. All expenses from NRDA and related accounts must agree with associated correspondence and work products. Responsible for preparation of claim packages which are instrumental in seeking Service reimbursement from the responsible parties. Independently works with legal council, contaminant specialist, etc., in management of the NRDA funding.

Analyzes historical budget and financial data as a preliminary to budget preparation. Identifies actual or potential problems areas, trends, significant deficiencies, areas of imbalance and makes recommendations and suggestions to the Field Supervisor and/or takes direct corrective action when appropriate.

Coordinates budgetary control procedures to assure budgetary integrity and compliance with all Service and Departmental policy and regulations. Analyzes, monitors, and consults with management on the rate of expenditure of numerous fund sources, recommending adjustments as required and implementing approved adjustments.

Manages, coordinates and assures timely implementation of system "events" (i.e., office fund target development, accomplishment reporting, management reviews, and year-end procedures) as required by the Federal Financial System (FFS).

Directly responsible and involved in decisions involving the management and control of budget and financial data for the field office and any satellite offices. Maintains overall control for all expenditure accounting.

Responsible for reconciliation of accounting programs and financial reports. Independently initiates, completes, and signs all correspondence necessary to resolve discrepancies in fiscal transactions with contractors, vendors, Denver Finance Center and Regional Office.

Approves payments of referencing and non-referencing invoices. Initiates Remote Data Entry to redistribute and obligate funds and enters documentation into the FFS system.

Acquisition Management

Incumbent is principal advisor to the Field Supervisor in the management of the procurement program at the field office.

Reviews, recommends, and processes procurement requests as appropriate. Requests are handled accurately and expeditiously with recommendations of procurement actions based on necessity, availability of funds, and Contracting and General Services requirements. Incumbent is a contracting officer operating within warrant authority. Typical field office procurements range from common and ordinary materials such as office and field supplies and equipment, fuel, vehicles, boats, and contracts for janitorial services and construction projects; to specific scientific equipment required for biological monitoring and investigations and restricted chemicals and drugs.

Recommends and projects large expenditures such as space needs, vehicles, boats, and major office equipment. Recommendations and projections are based on historical and current use of present equipment, anticipated program needs and mission, and current and projected staff levels.

Responsible for the preparation of procurement documents such as open market purchase orders, blanket purchase agreements, and mandatory source purchases.

Negotiates and prepares cooperative agreements, grants, and inter/intra agency agreements. Coordinates with Field Supervisor, staff biologists, regional staff, and cooperators in developing and administering agreements. Ensures agreements meet statutory and regulatory requirements.

Manages Visa card program at field office. Recommends card holders to Field Supervisor. Provides guidance, instruction and acts as approving official to Visa card holders.

Oversees all imprest fund actions and use of these funds. Ensures correctness of the monthly Reimbursement Voucher Report and accompanying documents.

Ensures legal and proper methods are used in accordance with Federal Procurement Regulations, Treasury, and other Departmental and Regional regulations, directives, and guidelines.

Personnel

Consults with the Field Supervisor in establishing positions by writing position descriptions, determining qualifications and writing ranking factors and/or crediting plans for positions, reviewing registers, interviewing candidates when appropriate, and executing requests for personnel actions. Provides automated personnel actions to Field Supervisor using the Federal Personnel/Payroll System.

Advises Field Supervisor in personnel matters of promotion, step increases, incentive awards, and career development. Monitors appointment limitation and prepares termination, renewals, etc.

Consults with Field Supervisor in decisions involving organizational structure, training, orientation, and employee counseling. Performs administrative orientation of new employees.

Monitors FTE utilization for the field office and makes recommendations to the Field Supervisor on the effective utilization of the FTE allocation.

Is the primary source of employment information at the field office. Analyzes position qualifications required and advises interested persons on application procedures. Provides guidance and assistance to all field office personnel regarding personnel policies and procedures.

Supervises and ensures accurate and timely processing of electronic time and attendance reports and other related payroll documents. Resolves complex issues or problems with Regional Payroll Coordinator.

Property Management

Manages the local property inventory and chain of custody of all nonexpendable property and accountable documents. Supervises the assigning of property numbers to all reportable items procured. Verifies physical inventory of personal property assigned to the field office.

Initiates appropriate property management documents necessary to acquire, release or dispose of property based on the needs of the field office.

Supervises the development and maintenance of a record system which controls the location, arrangement, and use of active files, and systematic retention and/or disposal of records according to established plans.

Incumbent develops, prepares, submits all space requirement worksheets and documentation, and is a contact between the Property Utilization Specialist and GSA. Incumbent is a contact between GSA and the lessor. Is liaison with the lessor regarding compliance with the lease, maintenance, repairs, etc.

Automation Management

Field Office's liaison for ADP hardware and software needs, purchases, and utilization. Provides computer support which can include installing hardware, software, trouble shooting, and training of other field office computer users.

Determines the need and recommends the purchase of new and/or enhanced computer hardware and software to accommodate administrative functions and clerical support. Initiates, creates and modifies manual and automated data bases, office files and records management systems as needed. May create or modify computer programs to meet particular needs of the field office.

Reviews administrative procedures, reports, and policies to determine whether they can be simplified, consolidated, or otherwise streamlined. Interprets and modifies administrative procedures and establishes new and improved control procedures on personal initiative. Alerts staff members to changes in Federal, Departmental, Service, and Regional administrative policy and regulations and provides written and verbal guidance on implementation.

Develops procedures, work tracking systems, and similar items to improve workflow, communications, and efficiency. Designs special-purpose forms and procedures for administrative needs or to acquire, expedite, or control operating resources.

Other Duties

Responsible for administrative matters being handled in accordance with current regulations or established policy. Analyzes work problems of an administrative nature and corrects problems without supervision.

Monitors and reviews the accuracy, completeness, and timeliness of all administrative documents prepared by other administrative staff, including travel authorizations, travel advances, travel vouchers, time and attendance records, leave records, employee training requests, etc. Determines funding sources for all associated costs.

Provides supervision, guidance, direction, and quality control to all other administrative positions at the field office. Identifies training and developmental needs of administrative staff members and arranges for training when feasible.

Independently prepares draft and final written responses to correspondence and inquiries related to administrative, budgetary, procurement and personnel matters.

Provides recommendations to management for establishment of new or revised field office management policies and/or administrative procedures or practices. Suggests improvements in organization, procedures, methods, and similar matters related to clerical and administrative work or other functions. Advises all personnel on administrative matters.

Oversees administrative details of local, national, and international travel including travel authorization, justifications, scheduling, preparation of vouchers, and development of itineraries to resolve complex issues or problems as they occur.

Is the field office volunteer coordinator. Designs volunteer program for the field office. Writes simplified position descriptions to outline tasks and promote a quality work experience for volunteers. Coordinates outreach efforts to recruit potential volunteers.

Factors

1. Knowledge required by the position:

Thorough knowledge and understanding of governmental accounting/financial procedures, budget preparation, reporting techniques/requirements and of agency methods for cost analysis and control. Knowledge of all operating programs, functions and objectives of the Service, other related Federal agencies, state agencies and Tribal governments. Knowledge of the interrelationships of operating programs, and thorough knowledge of the specific operating programs, functions, and objectives for which advice, assistance and guidance is required.

Knowledge of fund accounting, methods, procedures and techniques used in maintaining, balancing and reconciling accounts with extensive sub-activities, multi-year and no-year appropriations; including an understanding of interrelationships between appropriations and subsidiary accounts in order to analyze and determine need for adjustment to balance accounts.

Skill in recognizing critical trends in fund expenditures and in analyzing program accounting data in order to identify and justify significant data in preparing budget data and reports.

Comprehensive knowledge of financial, budgetary, personnel, procurement contract regulations, managerial, and policies and requirements of the Service.

Knowledge or experience in identification and solving administrative problems regarding property management, personnel management, financial management and facility and equipment maintenance.

Ability to lead, supervise, direct and train staff.

Ability to communicate effectively, both orally and in writing, to accomplish the diverse tasks and solve the many problems relating to policy and procedures on financial management, property management, personnel management, and other administrative matters.

2. Supervisory Controls:

Works under the general supervision of the Field Supervisor, who makes general assignments and provides information on overall objectives, goals and policies. Incumbent is expected to carry out assignments independently and handle problems in accordance with standing instructions and official policies. The supervisor provides advice with problems of a unique nature not covered by regulations and guides.

3. Guidelines:

Guidelines include the Service's Administrative Manual, the Federal Financial Systems Handbook, Federal procurement regulations, various intra-Department policy memoranda, agreements, with other agencies, and general as well as specific operating instructions and procedures, some of which may be designed by the incumbent. While generally applicable, judgement is required in interpreting the guidelines, deviating from the guidelines, and on occasion adaption of development of new guidelines.

4. Complexity:

Assignments involve the full range of program planning and analysis aspects of administration. Budgeting and accounting is provided for the entire range of field activities. Continuous monitoring is required to meet fiscal and program goals. Minor reprogramming is continuous and major reprogramming is required periodically through the year. Incumbent has authority to approve minor reprogramming and provides advice and recommendations for major reprogramming to Field Supervisor.

The incumbent must be able to analyze all aspects of the administrative program and take positive action to solve problems. Incumbent must exercise initiative and innovative thoughts in solving varied and unusual problems. Incumbent must rely upon broad administrative experience, a high degree of judgement, adaptability and intelligence. Decisions regarding the work involves analyses and evaluations of problem areas and program concerns and the interrelationship between organizations, programs, people and issues involved.

5. Scope and Effect:

The purpose of this position is an advisor to the Field Supervisor and a key member of the Field Office staff to manage administrative functions to assure the most cost effective expenditure of funds to accomplish program goals and to provide an effective administrative program within the confines of the field office. The analysis, timeliness, reliability, accuracy, tact, recommendations, and technical expertise in handling these duties directly influence and impacts upon the effectiveness and timely progress of the field office. This position has a significant impact on the success of field office programs and operations. The incumbent's independent operation allows the Field Supervisor and staff to devote greater attention to the mission of the office.

6. Personal Contacts:

Contacts are with the professional/administrative staff at the field office and other organizational units of the Service. In addition, contacts are with Regional and Washington office personnel, the Denver Finance Center personnel, the business community, other Federal, state, local, and Tribal governmental agencies, employment office and schools placement staff, job applicants, vendors, visitors and the public.

7. **Purpose of Contacts:**

Contacts are made to exchange information, resolve problems, secure services, interview employees, provide information, suggest new ideas, and seek advice from known sources of information. Often these contacts require a high degree of ability in enlisting support in pursuing certain courses of action.

8. **Physical Requirements:**

The work is primarily sedentary, although there is some walking, standing, bending and lifting of objects of moderate weight. The incumbent must be capable of working under considerable pressure dealing with a wide variety of subjects, rules and regulations and people. Must be capable of shifting from one priority to another and still maintain continuity of service.

9. **Work Environment:**

The work is performed in an office setting which is adequately lighted, heated, and ventilated. The incumbent is expected to work in a safe and orderly manner so as not to endanger self, co-workers, or property with which entrusted.

A condition of employment is the wearing of the official U.S. Fish and Wildlife uniform in a manner prescribed in the U.S. Fish and Wildlife Manual. The incumbent is required to wear uniform components within Class A, B and C.