# U.S. Department of State INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)						
1. Post 2. Agency				3a. Position Number		
Embassy Mexico City State / OBO				312801 A58007		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.						
☐ Yes ☒ No						
4. Reason For Submission						
a. Redescription of duties:	This position replaces					
(Position Number)	(Title)	(Series)	(Gra	ade)		
□ b. New Position						
23 b. New I ostilon						
c. Other (explain)				,		
5. Classification Action	Position Title and Series Code		Grade	Initials	Date (mm-dd-yyyy)	
a. Post Classification Authority			715763271707			
WHA/EX/FRC	Administrative Assistant, 105		FSN-7	<u></u>	4/26/2018	
b. Other						
c. Proposed by Initiating Office	Administrative. Assistant. – (Construction)					
6. Post Title of Position (if differen	nt from official title)	7. Name of Employee			Language and the second	
8. Office/Section		a. First Subdivision				
Overseas Buildings Operations (OBO)		c. Third Subdivision				
b. Second Subdivision		C. THIRD SUBURYISION				
9. This is a complete and accurate description of the duties and		10. This is a complete and accurate description of the duties and				
responsibilities of my position.		responsibilities of this p	osition.			
Printed Name of Employee		Printed Name of Supervisor				
Printed Name of Employee		Timod Name of Supervisor				
Signature of Employee Date (mm-dd-yyyy)						
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management this position, and I certify that it has been classified myself that this is an accurate description of the duties and this position, and I certify that it has been classified myself that this is an accurate description.						
need for this position.	this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.					
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		R				
13. Basic Function of Position						
10. Basic Fariotion of Fosition						
The incumbent serves as the Administrative Assistant for the OBO Project Director and the construction						
management team at the Mexico City New Embassy Compound (NEC) construction site by performing						
the full range of support personnel functions and other administrative duties. Incumbent supervises and						
provides guidance to the OBO Driver.						
I						

14. Major Duties and Responsibilities

# 55% of time

Provides full scope of administrative assistance to the OBO Project Director and the construction management team, to include receiving, copying and distributing correspondence, also drafts cables, memos and official correspondence and telephone communications to the construction contractor, mission personnel, as well as to the local government authorities, provides support information to support the construction of the new U.S. Embassy in Mexico City as well as coordinate and assist with the preparation of all field office reports made to the Embassy and Washington. Establishes and maintains the expanded OBO electronic and hardcopy files and filing system, scheduling appointments and managing the OBO Project Director's schedule, visitors, and telephone calls.

# 20% of time

Manages OBO office computer network, troubleshoots (basic) the system, and assists team members with creation of specialized electronic reports using MS Office (Word, Excel, Publisher, PowerPoint, Access), Adobe Illustrator, Adobe Photoshop, and other graphics software programs. Manages procurement activity and all Ariba actions for OBO Mexico City team members.

# 10% of time

Manages the office supplies and services for the OBO Mexico City construction management team at the NEC site with responsibility for keeping working levels. Incumbent is in charge of all aspects of travel and hotel arrangements for outgoing and incoming travellers (TDY and permanent), co-ordinating administrative matters with Post, provides translations as needed.

# 15% of time

Monitors and reports on the OBO function 7141 account for shortages, incorrect charges, and calls for additional function. Account is approximately USD \$5.0 mil annually. Manages the movement and filing of all electronic documents related to OBO Mexico City budgets, accounts, purchases, credit cards, procurement, and inventory; disburses, maintains records and reports petty-cash expenditures. Manages petty cash and inventory control of the OBO-owned furniture, furnishings, and equipment. Coordinates other administrative matters with Post.

WHEN REQUIRED Cross trains and acts as back-up for the OBO Administrative Assistant (Security). Cross trains and acts as back-up for the administrative tasks of the OBO Value Added Tax/Customs and Shipping Assistant.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

DS 298 continuation sheet

# 15. Qualifications Required For Effective Performance

#### a. Education:

Completion of two years of university studies or secretarial degree program is required

#### b. Prior Work Experience:

At least five years of either secretarial or administrative assistant/management experience is required, two years of which are directly tied to computer systems and software.

# c. Post Entry Training:

On-the-Job-Training for specific OBO procedures, T&A, Ariba (Procurement) and Travel Management.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III (good working Knowledge) English Speaking/reading is required.

Level IV (Fluent) Spanish speaking/reading is required

### e. Job Knowledge:

Good knowledge of computer hardware and software; good knowledge of accounting principles; familiarity with Embassy procurement policy and procedures. Must have good working knowledge of general office and operations process.

### f. Skills and Abilities:

Extremely highly developed computer skills in word-processing, spreadsheets, and graphics software packages, with experience in Microsoft Office suite and Adobe suite products. Must perform all duties independently with minimum supervision using initiative and resourcefulness. Incumbent must possess sound analytical judgment skills. Incumbent must have a flexible approach to working overtime. Incumbent must exercise tactfulness and have excellent customer service skills. Must be able to draft and translate correspondence in English and Spanish. Must have a Mexican driver's license. Typing 50wpm required.

### 16. Position Elements

# a. Supervision Received:

Direct supervision from the OBO Project Director.

### b. Supervision Exercised:

Supervises the OBO Driver including tasking, providing guidance, and writes performance and evaluation reports.

# c. Available Guidelines:

OBO Construction Management Guidelines, OBO/CFSM/CM notices and bulletins; State Department Foreign Affairs Manual; Embassy administrative notices and bulletins.

#### d. Exercise of Judgment:

Incumbent must exercise good judgment in prioritizing daily work.

#### e. Authority to Make Commitments:

Limited to assigned administrative and clerical tasks.

# f. Nature, Level and Purpose of Contacts:

Mexican authorities (mid-level) in municipality, ministries, construction firms; Purpose of contact is administrative invitations, set up meetings, and confirm appointments. With Embassy staff and construction contractor staff on administrative matters; Coordinates with local service providers as required to maintain uninteruppted site operations.

# g. Time Expected to Reach Full Performance Level:

Nine months.