

Administrative Officer - 341

Provides administrative services to meet the needs of program customers within established timeframes.

- Effectively plans, organizes, and prioritizes work to accommodate changing demands and timelines. Independently develops workflow methods and procedures to determine the work to be accomplished and to set priorities. Meets assigned deadlines, or if requires an extension, gives reasonable advance notice and justification. Ensures timely and responsive service to program staff as evidenced by customer satisfaction.
- Meets with customers to provide comprehensive information including necessary background on a (monthly, quarterly, etc.) basis. Anticipates problems and develops creative approaches to avoid potential situations or solve difficult issues. Exercises discretion and sound ethical principles in carrying out duties. On own initiative regularly evaluates, tracks, and monitors administrative activities, including resource allocations, and recommends effective reallocation of resources and services to ensure program success.
- Independently ensures that all necessary documentation is accurate and complete, and actions are compliant with law, regulation, or policy and supported at higher levels. Independently keeps abreast of new regulations/procedures and technologies and applies them to work assignments. Maintains internal files on various actions as required that are readily accessible by others. Work products are thorough, well organized, and reflect sound judgment.

Coordinates acquisition activities that include planning and administration.

- Independently carries out procurement and contract activities for programs in a timely manner. Ensures that all necessary documentation is accurate and complete, actions are compliant with law, regulation, or policy, and actions are supported at higher levels. Work products are thorough, well organized, and reflect appropriate use of available mechanisms and clearances.
- Approves and processes requests that involve the use of government purchase cards within ___ days of receipt.
- Approves and forwards purchase requests for COAC processing within ___ days of receipt.
- Enters receiving information within ___ days of receipt of actions and documents case files.
- Applies appropriate OC Codes for all procurement requests and NAIC Codes for all procurement requests that exceed \$2,500.
- If a Card Holder, reconciles purchases by the 13th of each month. If a Card Approving Official, reconciles purchase requests by the 18th of each month.
- Run the Unpaid Invoice Report on a monthly basis with 80% of unpaid invoices resolved between reports.

Assists in formulating, executing, and reporting on, operating budgets.

- In conjunction with Director and program staff, appropriately develops, presents, and executes operating budgets for appropriated and central service funds such as CRADAs, Gift Funds, etc. working with program to oversee budget projections and justifications. Conducts analysis of program functions and needs and determines best budgetary practices or methods to be used. Conceptualizes an action plan or work parameters to meet program objectives. Work products demonstrate competence and understanding of the budget process and funding mechanisms utilized within the IC.
- Independently develops and prepares budget operating plans, forecasts (long range and short term), preliminary budget requests, and related projects. Tracks, monitors, and develops reports of expenditures to assure accurate obligation of funds by applicable deadlines on a monthly, quarterly, etc. basis. Makes adjustments to resource allocations as needed based on trending data prior to end-of-year deadlines. Anticipates problems and develops creative approaches to avoid potential situations or solve difficult issues.
- Consistently prepares and maintains reports that include monthly expenditures, forecasts, FTE allocations and reallocation proposals. Demonstrates competency in using available technology/applications such as Excel, VSOF, and Data warehouse to produce and maintain reports on status of actions and budget tracking. Responds to requests for information in a timely manner. Provides suggestions for revisions of tracking mechanisms and/or the availability of new tools to facilitate increased efficiency and effectiveness through the use of technology.
- Manages reimbursable budgets and coordinates with offices to identify required funds. Ensures funds are managed responsibly and takes proactive steps to reduce and recover improper payments.

Applies management controls appropriately

- Appropriately applies management controls, quality assurance, risk management principles and practices to work situations to assure compliance to law, regulation, policy, and to enhance the provision of services. Seeks guidance in areas unfamiliar prior to taking action.
- Conducts purchase card, ITAS, Travel, and other appropriate audits on a quarterly basis.

Other elements that might be appropriate to incorporate into the plan:

- Special assignments, leading the profession, serving as a role model
- Participates in special projects and studies. Collects data through a variety of means, including interview, literature review, document review, and data collection. Data collection is thorough and accurate. Is able to use a variety of established methods

to analyze data and draw conclusions. Written reports reflect a thorough understanding of project requirements. Works cooperatively with program offices and personnel. Completes work on time. Considers priorities when planning and performing assigned tasks. (This addresses Special Assignments only)

- Performs technical review and timely approval of all travel authorizations and vouchers including domestic, foreign, sponsored, and local travel using the NBS Travel System and is in accordance Federal Travel Regulations (FTR) and DHHS/NIH Travel Policies.
- Performs thorough review of all vouchers and invoices to ensure appropriateness of charges. Reviews and analysis performed requires few adjustments. 90% of the travel Authorization and vouchers sent to the Administrative Officer to review are error free.
- Review Domestic Travel Authorizations/Vouchers submitted to the Administrative Office within 3 business days and Foreign Travel Orders/Vouchers from the date summary package is date stamped.
- Enter the NFT information into the Office of Global Health Affairs database 35 days prior to departure. Update the Office of Global Health Affairs database when traveler submits travel voucher