

# Position Description

AC# 510020020150

Preparation date: 8/9/2002

Validate: NO

Org: OFFICE OF THE SECRETARY

Div:

Incumbent Name: VACANCY

Career Path: ZA Series: 0301 Band 4

Title: Supervisory Administrative Specialist

Function:

No specific function defined for this position.

Principal Objective:

Write a PD

Series Definition:

Performs or manages administrative work not classifiable in a more specific series. Requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.

General Duties and Responsibilities:

Serves as the policy & planning auth. & the expert advisor to top managers & outside officials on a mgmt. function or major extramural program for a bureau or major line component; develops recommends, & implements policies that lead directly to the accomplish. of major programs; or serves as the principle admin. advisor to the head of a major line component with operational respons.for budget, proc., personnel,&/or other admin. functions; or spends at least 25% of time superv. a signif. workload of admin. work, at least 25% of which has career ladder to PB III.

Knowledge, Skills, and Abilities:

Authoritative mastery of all aspects of a major management function, incl. concepts, laws, & public policy issues; ability to assess the political & institutional environment; ability to analyze & relate complex variables to a specific policy issue and frame feasible options; and ability to represent the organization and present controversial issues and recommendations orally and in writing; or ability to perform the full range of supervisory functions, including planning/assigning/reviewing work; providing or arranging training & development; and evaluating performance.

Incumbent's Supervisory Responsibilities:

Employee performs full range of supervision at least 25% of the time.

Specialty Description:

#### 022110 Position Classification

Provides advice on the classification of positions according to kind of work, degree of responsibility, qualification requirements, and other factors described in the Position Classification Procedures; maintains position classification records, which describe appropriate pay systems, occupational groupings, titles, career paths, and pay bands.

#### 030170 Operations Policy

Anticipates management problems and devises solutions in the form of operational policies to ensure that the technical programs are carried out with maximum efficiency and adhere to established laws and regulations. Identifies internal barriers to productivity, designs action plans to overcome these barriers and provide organizational mechanisms to optimize research creativity.

#### 200310 Supply Program Management

Manages a supply program of several technical supply functions; analyzes, develops, evaluates, and promotes improvements in the policies, plans, methods, procedures, systems, and techniques of a supply activity.

#### **Position-Specific Key Phrases:**

This is an unlikely combination of duties

#### **Position Requirements:**

There are no special requirements for this position.

#### **Position Sensitivity:**

This is a Noncritical sensitive position.