

POSITION DESCRIPTION SUMMARY

PD Tracking 15353
Series, Title and Grade 0303 Program Support Assistant GS-05
Department Veterans Affairs

Introduction Statement

The purpose of the position is to plan and perform a variety of program support work located in the Region 3 (R3) Telecommunications Business Office (TBO) organization, Service Delivery and Engineering (SDE), Office of Information Technology (OIT). The position reports to the Facility Chief Information Officer (FCIO) at the Chillicothe, Ohio VA Medical Center who leads a combined FCIO and R3 TBO organization. The incumbent serves as the Program Support Assistant to support the REGION 3 TBO as part of the regionalization of telecommunications work required by SDE cost-containment strategic imperatives. Additionally, the position will support the FCIO organization by working with the FCIO to allocate focus and capacity on a blend of priorities that span the FCIO and R3 TBO organization.

Major Duties

The purpose of this position to provide a wide variety of clerical and administrative support duties in support of the overall administrative functions of the office, such as, records management, timekeeping, training coordination, travel orders, and personnel actions; maintains a perpetual inventory of office supplies; arranges for equipment purchasing, moving and disposal; processing pay estimates on contracts; maintaining copy and fax machines; preparing justifications for office equipment and furniture; and preparing estimates to be used in projected operating budgets for supplies, and equipment.

Prepares cost distribution vouchers for various expenditures, including contractor earnings, utility bills, rentals, etc. Prepares monthly cost transfer vouchers for revolving fund owned plant rental. Gathers information from vehicle trip tickets and utilization records to prepare and transmit, via computer, monthly vehicle operational summary and plant utilization reports. Maintains budget spreadsheets from expenditure documents, and ensures that cost control information is readily available.

Prepares travel orders for employees; identifies project travel regarding appropriation numbers and to make sure money is available to cover cost of travel; prepares advances when necessary; delivers airplane tickets to employees; makes arrangements for government usage; and coordinates all airplane, hotel, and rental car reservations; coordinates special travel arrangements for guests that are invited to attend meetings, reviews, or studies. Special arrangements consist of typing invitational order letters, mail expressing tickets and itineraries, and making airplane and hotel reservations.

Maintains a perpetual inventory of supplies and equipment. Receives information from office personnel for needed supplies or services. Prepares GSA quick order requests for office supplies and prepares supply requests.

Prepares requests for replacement or new equipment with appropriate justifications. Ensures that new equipment is properly identified and included in the property book records. Maintains office equipment, prepares requests for repair, and processes documents necessary for payment.

Performs timekeeping and related duties, using an automated reporting

system; ensures labor charges are appropriately assessed to projects currently being worked on; posts all labor charges; prepares correspondence for employees requesting advanced annual and sick leave; reconciles discrepancies in leave and overtime payment, and coordinates with Finance and Accounting or the Human Resources offices.

Analyzes each cost item pertaining to labor, training, travel, equipment, pay estimates for contractors, supplies, purchases, etc., to determine proper sequence required for each action. Ensures that funds are available to cover charges for all items related to expenses of the organization. If funds are not sufficient to cover charges, the incumbent works with organization personnel to obtain the funds.

Purchases a variety of standard retail items by various informal methods. Solicits telephone quotations and bids, makes commitments, and confirms with follow-up purchase orders. Prepares documentation to order or requisition items through the contracting staff.

Establishes and maintains office files and records. Advises office clerical personnel on proper maintenance and control of records.

Prepares requests for personnel action, ensuring appropriate entries are made and that appropriate documentation is submitted. Utilizes a personal computer with various software packages to prepare reports, graphs, charts, etc., to complete tasks.

Serves as the focal point in the office for processing training requests. Coordinates the annual survey of training needs, prepares required documentation, ensures processing through finance & accounting to the Human Resources Office. Prepares estimated training costs.

Nature of Assignment/Level of Responsibility

The supervisor assigns work by defining objectives, priorities, and deadlines and provides guidance on assignments which do not have clear precedents. The employee works in accordance with accepted practices; completed work is evaluated for technical soundness, appropriateness, and effectiveness in meeting goals.

Extensive guides in the form of instructions, manuals, regulations, and precedents apply to the work. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines for application and adapting them according to circumstances of the specific case or transaction. A number of procedural problems may arise which also require interpretation and adaptation of established guides. Often, the employee must determine which of several alternative guidelines to use. If existing guidelines cannot be applied, the employee refers the matter to the supervisor.

Contacts are with a variety of persons within and outside the agency for the purpose of receiving or providing information relating to the work or for the purpose of resolving operating problems in connection with recurring responsibilities.

Position Classification Standard Used

