

# Assassination Records Review Board

## Position Description: Administrative Officer

### Introduction

This position is located in the Assassination Records Review Board (the Board) — an independent agency in the Executive Branch charged with identifying, locating, and making available all records relevant to the assassination of President John F. Kennedy. The Administrative Officer (AO) is under the general supervision of the Executive Director who has principal responsibility for planning, organizing, communicating, and controlling the management and administrative affairs of the Board.

The AO oversees and manages all administrative affairs of the Board including day-to-day administration of the Board's financial program and budget.

### Duties and Responsibilities

The Administrative Officer:

- provides administrative advice and assistance to all levels of management within the Board;
- represents the Board at meetings and conferences with other Government officials on administrative and general management matters;
- maintains liaison with GSA officials responsible for providing the services outlined in the interagency support agreement, including payroll and finance, and provides primary administrative support for all Board operations and employees;
- oversees and analyses the needs of the Board regarding procurement and acquisition of office property, furniture, supplies, and equipment;
- is responsible for the selection, installation, maintenance, and repair of all telecommunications equipment used by the Board and ensures that all staff is properly trained in the use of such equipment;
- is responsible for the continual review and management of the payroll and accounting systems, the purpose of which is to ensure that all appropriation constraints are adhered to, and for providing budget input for future appropriation requests to the Office of Management and Budget and to Congress;

- supervises the work of subordinate administrative personnel to ensure that the products and services provided by the administrative staff are both accurate and timely;
- serves as the Board's expert on travel regulations and advises Board members and staff of established policy and procedures;
- maintains and controls the Boards imprest funds, travelers check program, American Express Government Accounts.
- acts as property accountability officer and supervises taking of periodic physical inventory of equipment.
- acts as Board's personnel officer
- performs other duties as assigned

**FACTOR 1- Knowledge Required by the Position**

The Administrative Officer requires extensive knowledge of:

- the Board's programs and procedures;
- the Federal budget process, regulations, principles, and terminology including the formulation and execution of budgets, as well as the development and maintenance of an appropriate system of internal controls and delegation of authority;
- OMB and GSA travel regulations and guidelines;
- procurement procedures and regulations
- financial management principles

The AO must have the ability to make oral and written presentations in a clear and concise manner.

**Factor 2 - Supervisory Controls**

The AO, while under the administrative supervision of the Executive Director who sets general program objectives, has wide latitude in exercising independent judgment and action in administrative matters.

**Factor 3 - Guidelines**

Guidelines in the form of Board, GSA, GAO, Treasury, and OMB regulations and instructions are available for reference purposes. The incumbent uses own judgment in selecting appropriate sources of reference. Incumbent is often required to establish and initiate new procedures in instances where no precedent exists, where technology has changed, or when circumstances warrant a change in existing policy, including development and presentation of internal management directives on administrative matters for review and approval by the Executive Director.

**Factor 4 -Complexity**

The work consists of independent assignments with diverse duties in the field of administrative management at the highest level of the Board which include budget and financial management, management analysis, telecommunications management, general procurement, and general administrative services. The work demands are unique from any other job of similar nature within the Board due to the diverse work assignments and constantly changing needs for logistical support, where time is of the essence.

**Factor 5- Scope and Effect**

The AO's work directly affects the successful accomplishment of the Board's mission. A variety of administrative and management activities both inside and outside the Board involving travel and resource requirements are affected.

**Factor 6- Personal Contacts**

Personal contacts are with the members of the Board, the Executive Director, the General Counsel, other staff of the Board, GSA officials, contractors, vendors and other outside sources. Contacts also include OMB officials, the staff of Congressional committees, and the staff of other Federal agencies.

**Factor 7 - Purpose of Contacts**

The primary purpose of the contacts is to communicate with all necessary and appropriate people essential to ensuring the smooth administrative operation of the Board as well as to resolve problems relating to accounting, budget, travel, and office management. The AO is expected to exercise sound judgment, tact, and discretion in such communications.

**Factor 8 - Physical Demands**

There are no unusual demands.

**Factor 9 - Work Environment**

Primarily office setting.

