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## POSITION DESCRIPTION

Title:	Administrative Specialist II
Rate:	Approximate GS 9-8 Non-Exempt Equivalency (2018 schedule)
Location:	SA-20, 1801N Lynn Street, Rosslyn, VA 22209
Schedule:	Full time, M-F, 8:15am to 5:00pm with a 45-minute lunch break
Travel:	Some domestic and foreign travel may be required
Clearance Level:	<b>Active TOP SECRET with ability to receive access to SCI if needed</b>

We currently have an opening on our team for an experienced Administrative Specialist II to support the Department of State at their offices in the DS High Threat Programs (DS/HTP) Directorate.

The DS High Threat Programs (DS/HTP) Directorate leads the Bureau's security operations in our most critical threat posts around the world, coordinates strategic and operational planning for the Bureau, and drives innovation across the broad spectrum of DS missions and responsibilities.

### **Position Description:**

This position is located in the High Threat Programs (HTP) Directorate in the Bureau of Diplomatic Security (DS). The position will be responsible for assisting the delivery, assessment and resolution of major managerial and operational issues, which require action by the Deputy Assistant Secretary (DAS) and Office Director level positions. Collects, analyzes and defines data requirements and specifications for the HTP Front Office and Directorate. Makes recommendations to improve and streamline procedures and processes. Uses database management, project management and other management tools to monitor project activities. Prepare a variety of memoranda, briefing documents, status reports and letters. Initiates and/or conducts a variety of special projects or studies requiring compilation of statistical, interpretive and basic information. Have thorough understanding of DOS policies and procedures, national security, foreign policy, public diplomacy, and foreign affairs.

### **Duties and Responsibilities:**

- Coordinate with HTP Regional Directors to facilitate communication between the DAS and Regional Security Officers
- Manage HTP personnel overseas/domestic travel plans to include authorizations, vouchers, visas, and agenda coordination with Desk Officers reaching out to Post
- Manage meeting arrangements with senior Department of State (DOS) officials, other non-DOS parties, Inter-Agency parties and ensure location or telecommunication capability is available
- Provide detailed administrative support, to include maintenance of various administrative reports, and review of daily correspondence and key items that directly impact appropriate staff in internal and external offices
- Collect proper materials, reports or agendas prior to any meetings/briefings

- Perform other duties and complete special projects as may be assigned and directed by the DAS and/or HTP senior management
- Coordinate routine correspondence with all Regional Directors (RD), Desk Officers (DO) and other DS Directorates and DOS executive staffers, ensuring correct punctuation, capitalization, spelling, grammar, and conformance to style in accurate; finalize division documents, ensure all tabs, cover pages, etc., are in the proper configuration, secure the appropriate signature, and deliver to appropriate addressee and locations
- Assist in High Threat High Risk (HTHR) Post evacuations within an administrative function varying in fast-paced reporting and information passing to executive leadership and the DS Command Center
- Track and maintain task force rosters related to any HTHR Post evacuations
- Receive, review, format and disseminate DS Directorate tasks to include; travel requests, press guidance, Weekly Activity Reports, Post Staffing Numbers, Posts of Concern, Deputies Committee and Counterterrorism Security Group Bullet Points
- Provide administrative support for reports, briefing presentations and special projects
- Assist in preparation of staff papers, policy directives, and information memoranda to be used by Department Principals
- Proofread outgoing routine items to ensure compliance with format guidelines and make edits to bring them into compliance as necessary
- Coordinate administrative support between the DS Directorates and DS/HTP Offices
- Utilizes database management, project management and other management processes to keep track of project activities, inquiries and request and maintain status through completion
- Provide direct support and planning for all DS/HTP International workshops / conferences
- Manage distribution of the Directorate's temporary parking passes on the SharePoint log
- Collect and process time and attendance to include leave, overtime and premium compensation requests
- Maintain and organize time and attendance files for tracking/historical record in anticipation of OIG inspections or audits
- Coordinate Law Enforcement Availability Pay (LEAP) and general payroll-related policies/standards; work with the Bureau of the Comptroller and Global Finance to resolve discrepancies
- Maintain and track Foreign Service assignment bids on SharePoint
- Oversee, process, track and disseminate all Post Temporary Duty (TDY) staff requests
- Coordinate with each regional team to ensure the TDY matrix is accurate to reflect Post necessities
- Administrative manager and point of contact for both directorate conference rooms
- Create and maintain the Protective Security officer roster
- Coordinate with the Domestic Operations (DO) directorate on manpower requests for protective security details
- Process Danger Pay and Post Differential Allowances
- Assist with coordination and management of any Directorate special projects
- Be responsible for training administrative services personnel and assisting in developing administrative processes and procedures for the two (2) divisions

- Coordinate any purchase requests or equipment issues with the Purchase Card Holder/Unit Security Officer
- Requires occasional driving of government owned vehicles

### **Minimum Education/Requirements:**

- US Citizenship
- Undergraduate degree from an accredited institution and a minimum of one to three (1-3) years administrative experience
- Qualified typist with a proficiency in the Microsoft Suite
- Experience and capabilities working with varying types of database software
- Possess a willingness to learn specific program requirements of the position
- Reliability, flexibility, maturity, and the ability to interact with all levels of personnel and departments within Department of State
- Attention to detail, strong follow-through skills, and ability to maintain confidentiality
- Knowledge of the E2 Travel System and working knowledge of SharePoint
- Possess working familiarity with DOS regulations including the FAM and FAH
- Ability to communicate effectively, both orally and in writing, with superiors, colleagues, business professionals, and the general public
- Excellent interpersonal skills working with individuals at all levels within the organization
- Experience drafting and editing US government reports and documents
- Possess strong multi-tasking skills with the ability to work effectively and efficiently in a high-volume work environment
- Ability to work in a fast-paced environment to meet deadlines and handle pressure situations is a must
- Possess excellent organizational skills
- Ability to work independently on projects and issues within overall policy guidelines

### **CLEARANCE REQUIREMENT:**

Applicants selected for this position will be subject to a Government Security Investigation and must meet eligibility for access to classified information, Secret and Top Secret clearance level with SCI nomination.

### **Benefits:**

Raventek Solutions' competitive benefits program includes comprehensive medical and dental care, matching 401K, paid time off, flexible spending accounts, commuter benefits, disability coverage, and other benefits that help provide financial protection for you and your family.

Raventek Solutions provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex/gender, sexual orientation, national origin, age, disability, marital status, genetic information and/or predisposing genetic characteristics, victim of domestic violence status, veteran status, or other protected class status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. The Company also prohibits retaliation against any employee who exercises his or her rights under applicable anti-discrimination laws. Notwithstanding the foregoing, the Company does give hiring preference to Seneca or Native individuals. Veterans with expertise in these areas are highly encouraged to apply