

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Administrative Officer II

LOCATION: St. Thomas/St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: March 14, 2019

Starting Salary: \$ 30,050.00 **GRADE:** EC-20

Union: American Federation of Teachers- Support Staff

DESCRIPTION

This is administrative work in coordinating and assisting a higher-level administrator with the management of an agency. An employee in this class is responsible for performing administrative staff assignments and office management work for a division or organizational unit. Work differs from that of Administrative Officer I by the complexity of assignments and independent decision-making, but an employee is allowed to use his own judgment where necessary. General supervision is received from a higher level officer through conferences, and review of work for compliance with departmental rules and regulations. Supervision is exercised over a small clerical staff.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

- Assists in planning, developing, and executing operating procedures for an agency or division;
- Participates in the planning and programming of agency activities and assists in formulating work schedules;
- Provides administrative staff support in the areas of fiscal management, personnel management, and other administrative functions;
- Supervises the maintenance of files and records, supplies and materials, and the preparation of reports;
- Prepares budget estimates of funds needed by the organizational unit suggesting needs for additional equipment, supplies, or personnel;
- Drafts appropriate justifications ensuring proper duplication and assembly of the departmental budget estimates;
- Ensures compliance with the laws, rules and policies governing budgetary and fiscal matters;
- Recommends when certain expenditures should be made, and informs proper authorities on the availability of unexpended funds to avoid overspending;
- Acts as personnel officer in a small or non-technical department in such matters as

employee records, pay administration, training, and other related aspects of personnel administration and collaborates with the central personnel agency;

- Functions as a representative of the department or division; discusses and interprets agency programs and procedures;
- Ensures that personnel are informed of new or revised operating policies and that they are properly implemented;
- Performs liaison work on behalf of superior with other officials and groups;
- Prepares reports on the operation of a unit group of small units for use by higher-level departmental officials;
- Utilizes computer systems to provide appropriate support including preparing NOPAs and drafting reports and routine correspondence for the supervisor's signature;
- Performs other duties as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the general theory and principles of budgeting, general procurement and supply, personnel administration, and decision making in public administration;
- Knowledge of the principles and practices of public and business administration;
- Knowledge of research techniques and report writing;
- Ability to prepare accurate, clear, complete and concise reports;
- Ability to work with various software applications, such as Word, Power Point, Excel, Access and other computer programs and software;
- Ability to prepare comprehensive activity reports of agency functions;
- Ability to interpret and understand complex procedural and general administrative legislation, rules and policies and apply them to a wide variety of problems for recommending courses of action;
- Ability to solve problems by choosing solutions from among several alternatives that are not necessarily governed by established procedures;
- Ability to advise and provide assistance relevant to improvement in administrative matters, problem resolution and other changes;
- Ability to assist in the formulation and execution of agency policies and programs;
- Ability to initiate and install administrative procedures and evaluate their effectiveness;
- Ability to exercise resourcefulness in meeting new problems;
- Ability to assign work and to supervise staff of clerical and supervisory personnel;
- Ability to establish and maintain effective working relationships with all persons contacted during the course of work.

EDUCATION AND EXPERIENCE:

- Graduation from a recognized college or university with major work in Business Administration or a closely related field and two years of administrative experience, or Associated degree in Business Administration or related field and four years' administrative experience;

OR

- Completion of the twelfth school grade, including commercial subjects and six years of experience as an Administrative Secretary; or two years of experience as an Administrative Officer I.

No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age."

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor's Statement of Good Health.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. ******

Travel, transportation and relocation expenses are not authorized for this position. Any travel, transportation and relocation expenses associated with reporting for duty in this position will be the sole responsibility of the selected candidate.
