

The Institute of Museum and Library Services
Office of Human Resources

Office of Museum Services
Administrative and Project Specialist (OA)
AD-0301-00

INTRODUCTION

This position is located in the Institute of Museum and Library Services, Office of Museum Services (OMS). The incumbent serves as Administrative and Project Specialist (OA) for OMS. The position requires the performance of a variety of programmatic and support-related assignments. The Institute of Museum and Library Services (IMLS) is an independent federal grant-making agency whose mission is to inspire libraries and museums to advance innovation, learning, and cultural and civic engagement by providing leadership through research, policy development, and grant-making. This position reports directly to the Deputy Director, Office of Museum Services.

MAJOR RESPONSIBILITIES AND DUTIES

The incumbent performs a wide variety of office support, administrative and project management duties supporting the OMS and the agency and its primary mission of providing support to museums.

Administrative and Support Duties:

Performs all necessary managerial and administrative support functions to include: receiving and screening calls and visitors to the office, receiving and reviewing incoming correspondence and preparing replies to general inquiries and routine actions, maintain office calendars and appointment/meeting schedules, arranging meetings, conferences and training events. Maintains files to insure compliance with applicable regulatory guidance. Works with the Office Automation Assistant and consolidates travel arrangements for the Deputy Director that includes keeping track of hotel, transportation, meetings and appointments, and assists with preparation and filing of vouchers upon completion of travel. Performs other duties as assigned.

Maintains control of administrative actions for OMS Deputy Director. Works independently under the direction and supervision of the Deputy Director to provide personnel administrative and management services by receiving, monitoring, researching, consulting, and processing requests from all levels of the staff personnel, which requires contact with other departments, external agencies, associations and partners. A diverse range of issues are involved; questions arise on policies, procedures, guidance, regulations, etc. The incumbent coordinates itineraries and office appointments for the Deputy Director, maintains the OMS calendar and proactively works with-related staff to set and communicate weekly staff meeting agenda.

Attending OMS and other interdepartmental meetings with and on behalf of Deputy Director, taking and circulating minutes of the meetings with clear action steps and timelines.

Gathering OMS staff questions as needed for timely decision making and being the POC for communication between the Deputy Director, OMS and other agency staff.

Creating monthly OMS reports after collecting updates from staff on projects. Following up on action items from OMS meeting and alerting the Deputy Director on projected delays and challenges for timely resolution.

Being the internal manager on behalf of the Deputy Director of all OMS special projects, tracking special project milestones, setting up check-in meetings with cooperators, partners as well as cross departmental staff, attending meetings and circulating notes and action items.

Assisting in the launch of new OMS initiatives/NOFOS working closely and collaboratively with internal and external partners.

Compiling information from staff monthly reports and other agency updates and posting them on OneDrive upon approval.

Creating and editing and seeking approval from the Deputy Director on all OMS staff Power Point presentations

Creating briefings and debriefing notes in prep for meetings such as blogs, presentations, meetings and such. Coordinating OMS and blog editorial calendars, press releases and media inquiries by collaborating with OCGA staff. Proofing OMS staff blogs and other communications as needed.

In consultation with the Deputy Director, being the POC for processing all OMS information requests.

Sorting paperwork and creating/maintaining a filing system. Maintaining info binders for as needed

Assist with event and meeting coordination (convenings etc.) set-ups as required including keeping all parties informed before and after event (sending directions etc.).

Database Work, Information Gathering and Analysis:

Working on special information gathering and consolidation assignments or projects as required.

Regularly conducting internal and external scans/research on grants, via internal sources and online resources as requested by Deputy Director.

Compiling the information from the research for Deputy Director for further analysis and discussing next steps.

Creating regular graphs, bar diagrams and pie charts from the analysis for presenting the compiled information.

Gathering museum related trends and opportunities update report for OMS and the agency.

Creating professionally organized documents such as executive summaries, reports, board presentation materials and other updates.

Gathering review input from Deputy Director on project reports and other draft document and forwarding them to required parties, as requested in a timely fashion.

Operations:

Based on day-to-day observations, analysis of work processes, and special studies, evaluates program operations; identifies problems, inefficiencies, and potential problems, and develops recommendations for solutions. Provides advice and guidance for improvements and anticipates potential areas of concern or questions that should be addressed when making recommendations.

Maintains thorough documentation on all projects, research, and stakeholder engagements, and suggests optimal mechanism to store and make available such information.

Cultivates positive relationships with other IMLS offices to support the goals of the agency.

On behalf of the deputy director, shares information, resources, and ideas broadly, as appropriate, and is responsive to new ideas and diverse perspectives.

Works with staff across the agency to identify strategies and resolve problems.

Uses interpersonal and problem-solving skills to influence and guide others toward a desirable outcome

FACTOR 1 KNOWLEDGE REQUIRED BY THE POSITION FL 1-6 950 PTS

Knowledge of the museum and broad cultural sector and current issues especially digital policies, procedures and regulations for the administration and management of programs.

Knowledge of the application of analytical and evaluative techniques used in the identification, consideration and resolution of issues or problem of a procedural nature.

Ability to conduct research and synthesize information in easy to understand visual format and tools.

General knowledge of federal administration, OPM guidelines, training, travel and other financial matters concerning federal administration.

High proficiency with use of technology in the areas of Excel, Access, Word, Power Point, Calendar, Outlook and other information technology tools and software.

Knowledge of the Program's management and organizational practices, methods, and techniques which involve areas of responsibility, channels of communication and delegations of authority.

Ability to communicate effectively orally and in writing. Excellent writing and editing skills.

Ability to work in a fast-paced environment and multi-task while staying extremely organized.

FACTOR 2 SUPERVISORY CONTROLS FL 2-3 275 PTS

Works under the general supervision of the Deputy Director, Office of Museum Services. Work is assigned in terms of objectives, priorities and deadlines. Work is performed independently in accordance with general instructions consistent with previously expressed decisions, policies, and priorities. The incumbent uses initiative to resolve day-to-day problems and meet established deadlines. Unique or unprecedented problems are discussed with supervisor along with recommendations on actions to be discussed with the supervisor along with recommendations on actions to be taken. Work is evaluated in terms of overall assistance provided, adequacy and soundness of decisions and compliance with program objectives and requirements.

FACTOR 3 GUIDELINES FL 3-3 275 PTS

Guidelines consist of program office, agency regulations, directives, and administrative policies and procedures. The incumbent uses judgment in determining which guidelines to use and interprets and adapts broad guidelines for application to issues, programs and policies.

FACTOR 4 COMPLEXITY FL 4-3 150 PTS

Duties of the incumbent require knowledge of the policies, procedures and mission and function of the organization. Incumbent uses established analytical techniques to perform the full range of administrative support functions, which encompass a variety of unrelated processes and procedures. The incumbent's decisions concerning what needs to be done and how it should be done are based on an analysis of the procedural requirements of the work and an awareness of the specific staff functions and assignments within the offices.

FACTOR 5 SCOPE AND EFFECT FL 5-3 150 PTS

The incumbent identifies problems, analyzes and evaluates tasks, and makes recommendations.

FACTORS 6/7 PERSONAL CONTACTS/PURPOSE OF CONTACTS FL 6/7-2B 75 PTS

Personal contacts are management and subordinate staff of OMS. The purpose of these contacts is to provide interpretation of policies and directives, and in coordination with other organization, monitors internal procedures for written communications, projects, and studies.

FACTOR 8 PHYSICAL DEMANDS FL 8-1 5 PTS

Work is basically sedentary in nature. Some walking, standing, or bending is required.

FACTOR 9 PHYSICAL DEMAND FL 9-1 5 PTS

Work is performed in an adequately ventilated, lighted, and climate controlled office.