

Administrative Officer (GS-12/13)

Major Duties

An Administrative Officer (GS-12) helps formulate Forest Service policies, objectives, and work programs, by giving advice on administrative matters and providing business management support. This job is performed in an office setting. An Administrative Officer's Duties may include;

- Recommending alternative plans to deal with complex forest resource problems.
- Supervising the activities of employees in administrative, technical, and clerical jobs in areas like personnel, budgeting, computers, procurement, program management and accounting.
- Providing coordination and guidance in preparing budget estimates.
- Giving advice on financial matters in operating plans, including the spending and collection of funds.
- Directing, through subordinates, the negotiations and preparation of contracts, permits, cooperative agreements, and other legal documents.
- Supervise three or more employees and performs various duties, including:
 - Developing work plans
 - Establishing work schedules and priorities
 - Assigning and reviewing work
 - Reviewing work and problem areas with their employees
 - Recommending employee status changes (promotions, reassignments, etc.)
 - Setting performance standards and evaluating performance
 - Identifying training needs or subordinated
 - Resolving complaints or minor grievances
 - Keeping employees informed of management policies and goals

A Typical Day

Beverly has been an Administrative Officer (GS-12) with the Forest Service for eight years. Before that she was a budget and finance Section Head in another national forest. She started as an accounting trainee in still a different national forest. Her educational background includes a college degree in Business Administration from Brookfield University.

Beverly plans to spend most of today in meetings. From 8am until 10:30 AM, she will be meeting with the Forest Service management team. They will be planning budget estimates for next year's operating budget. Then, from 10:45AM until 2:30PM, she will be conducting job performance evaluations for the six employees she supervises (she spent all day yesterday writing the evaluations and suggesting ways each employee could improve their performance).

The rest of the day Beverly intends to tackle the pile of paperwork that has taken over her desk. Much of this will involve reviewing contracts and other legal documents to make sure all legal, fiscal, and administrative requirements are complied with (to protect the interests of the U.S. Government – and its citizens).

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Knowledge and Education

A college degree is usually needed to be an Administrative Officer. An education that includes the following subjects is helpful;

Personal Administration

Management

Accounting

Computers

Finance

Career Path

Here are some entry level jobs that lead to becoming an Administrative Officer (GS-12):

- **Administrative Assistant (GS-5)** – A person in this job receives training in the Forest Service policies, regulations, how to interpret certain laws, administrative and personal policies, rules and regulations, budget procedures, accounting, personnel management, resource records and reports, and management.
- **Administrative Assistant (GS-7)** – The purpose of this job is to qualify the person for a higher level administration management position. While in this job, the employee receives advanced training in Forest Service policies, regulations, how to interpret certain laws, administrative and personnel policies management, resource records and reports, and management.

Duties include

- Helping prepare budgets
- Preparing financial reports and cost reports
- Reviewing time reports, equipment use reports, invoices and purchase orders
- Helping prepare bids and contracts for purchasing goods and services
- Participating in the business management review of subunits