Signing Instructions

U. S. Department of State

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post	2. Agency	3a. Position Number
HAMILTON, BERMUDA	STATE	321491 A00015

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No

4. Reason For Submission

☐ a. Redescription of duties: This position replaces

(Position Number) _____ , *(Title)* _____ *(Series)* _____ *(Grade)* _____

☐ b. New Position _____

☒ c. Other *(explain)* New Incumbent

5. Classification Action	Position Title and Series Code	Grade	Initials	Date *(mm-dd-yyyy)*
a. Post Classification Authority	Office Management Assistant, 0120	FSN-7	CHR	04-08-2019
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position *(If different from official title)* EXECUTIVE ASSISTANT	7. Name of Employee
8. Office/Section EXECUTIVE	a. First Subdivision
b. Second Subdivision OFFICE OF THE CONSUL GENERAL	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
Printed Name of Employee / Date *(mm-dd-yyyy)*	Constance M. Dierman Printed Name of Supervisor / Date *(mm-dd-yyyy)*
Employee Signature	Supervisor Signature
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.
Printed Name of Chief or Agency Head / Date *(mm-dd-yyyy)*	Printed Name of Admin or Human Resources Officer / Date *(mm-dd-yyyy)*
Chief or Agency Head Signature	Admin or HR Officer Signature

13. Basic Function Of Position

PROVIDE SECRETARIAL AND EXECUTIVE ASSISTANT SUPPORT TO THE CONSUL GENERAL.

14. Major Duties and Responsibilities _____ % of Time

Responsibilities include providing and managing a range of administrative and office management functions, to include:

1. Maintain the Consul General's (CG) schedule, external official and social event invitations, courtesy calls, visitors, and preparations for meetings and travel; coordinate activities, as appropriate, with Consulate personnel. (20%)

2. Serve as Consulate protocol assistant:
-Develop and maintain contacts within government and business community.

(See Addendum 1)

(Continue on blank sheet)

Addendum 1

-Plan and assist with official events and visitors. Support official events, track event budget and expenses, request or monitor event supplies, coordinate event attendance, maintain event guest lists, receive and record visitors, and serve as event control officer.
-Prepare invitations and menu cards; develop proposed guest lists and seating charts.
-Create and maintain database for CG's contacts with government, business, education, media, and all other contacts.
-Advise CG on representational events and incoming invitations.
(20%)

3. Manage the workflow of the CG's office for timely completion of required reporting, visitor access, drafting of routine cables, memoranda, and correspondence. Review and disseminate incoming correspondence and prepare routine outgoing correspondence for the CG. Prepare agenda and materials for meetings; proof, edit, track and file documents; and maintain procedure manuals. Prepare and submit timely CG's representational, travel, and miscellaneous vouchers.
(20%)

4. Work with members of the Consulate to ensure that all elements required for a successful speaking engagement, meeting, social event or trip involving the CG have been addressed.
(10%)

5. Provide knowledge management expertise: support information technology and records by providing computer software support, maintaining tasking and other document tracking systems, using e-contacts, using travel systems, using an electronic message delivery system, maintaining biographic data, maintaining files, and supporting other electronic record systems as needed.
(10%)

6. Provide guidance and information to the CG's driver, keeping him abreast of all schedule changes and the need for delivery of letters and documents. Serve as liaison for the CG residential staff to transmit information for events along with all maintenance requests. Verify timesheets for the CG's driver and Official Residence Expense (ORE) employees.
(5%)

7. Manage CG travel, to include planning, itineraries, reservations, and vouchering.
(5%)

8. Provide guidance to all Consulate personnel on Executive Office procedures at post.
(5%)

9. Other duties as assigned.
(5%)

15. Qualifications Required For Effective Performance

a. Education

A High school diploma or equivalent and three years of Specialized Experience; or - An Associate's degree in Office Management, Business Administration, or other related field and have two ears of Specialized Experience; or - A Bachelor's or higher degree in any major and one year of Specialized Experience. See Attachment A for examples of Specialized Experience.

b. Prior Work Experience

A High school diploma or equivalent and three years of Specialized Experience; or - An Associate's degree in Office Management, Business Administration, or other related field and have two ears of Specialized Experience; or - A Bachelor's or higher degree in any major and one year of Specialized Experience. See Attachment A for examples of Specialized Experience.

c. Post Entry Training

On the job training; Foreign Service Institute online courses; State Department-specific computer/program training.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level *(II, III)* and specialization *(sp/read)*.

Level IV(fluent)) written and spoken English.

e. Job Knowledge

- Knowledge of organizational and personnel structures; - Knowledge of open source research; - Knowledge of office computer programs: Microsoft Office, Word, Excel and PowerPoint and Share Point; - Knowledge of office euqipment and troubleshooting; - Basic accounting.

f. Skills and Abilities

- Skill in working with people from varied backrounds, educational levels, and cultural surroundings in order to create and maintain an amiable and success-oriented working environment; - Skill in working positively with colleagues in order to promote harmony, cooperation, and good morale; - Decision making; - Planning and organization; - Time management; Oral and written communication. Must have a valid Bermuda Driving Licence for private car.

16. Position Element

a. Supervision Received

Supervised directly by the Consul General who assigns and reviews work.

b. Supervision Exercised

Work guidance provided to Official Residence staff and the chauffeur.

c. Available Guidelines

U.S. Department of State Foreign Affairs Manual, Correspondence Handbooks, Protocol books, Standard Operating Procedures.

d. Exercise of Judgment

Must exercise a high level of judgment and must adhere to the highest standards of integrity, dependability, attention to detail, teamwork and cooperation.

e. Authority to Make Commitments

May commit to appointments for the Consul General.

f. Nature, Level, and Purpose of Contacts

Primary internal contact is the Consul General; contact with other Consulate staff is in support of CG priorities and/or requests. External contacts include executive assistants or primary representatives of principals, to include the Government, Premier, Ministers, the press, senior business executives and members of the public. External contacts will facilitate arrangement of appointments or for obtaining/transmitting information.

g. Time Expected to Reach Full Performance Level

Three months.