

GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
JOB ANNOUNCEMENT

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Administrative Officer III

LOCATION: St. Thomas/St. John School District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES
(340) 774-0100 EXT. 8078, 8226, 8054**

Deadline for applying: August 13, 2010

Starting Salary: \$31,131 GRADE: EC-22 STEP: 0

Union: Support Staff Unit – (AFT)

Position: St. Thomas District (1)

GENERAL STATEMENT OF DUTIES

This is technical administrative work at full performance level. Work in this class involves the performance of responsible administrative, management and staff assignments for a Director of a large agency or institution. An employee is expected to use his/her knowledge, experience and judgment in the application and interpretation of rules and regulations. Supervision is exercised over a moderately sized management and clerical staff. General direction is received from a higher-level officer or department head to assure consistency with policies and procedures.

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;
- Collects, sorts and assembles departmental-wide information and prepares reports there from for such assignments as budget estimates, annual and other periodic reports including findings, conclusions, forecasts, and recommendations.
- Directs and conducts a variety of studies and investigates problems affecting agency operations and advises superior of problems and possible solutions;
- Acts as departmental personnel officer in compliance with laws, rules, regulations, policies, fiscal management and other administrative functions

Job announcement – Administrative Officer III

DUTIES AND RESPONSIBILITIES con't

- Performs liaison work between agencies and representatives of other organizations; confers with superior and officials from other agencies in the development, interpretation and installation of programs and procedures; interprets, discusses and explains agency program;
- Recommends to superior improved policies and procedures; assures that new and revised policies and procedures are properly implemented;
- Performs other related work as required.

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

Two years experience as an Administrative Officer II or three years experience as a Junior Management Assistant;

Knowledge, Skill and Abilities

- Knowledge of a variety of computer programs and software;
- Considerable knowledge of the general theory and principles of such aspects of public administration as budgeting, general procurement and supply, personnel administration and decision making;
- Ability to interpret and understand complex procedural and general administrative legislation, rules and policies and to apply them to a wide variety of problems;
- Ability to translate general administrative instructions into specific action for purposes of developing departmental management procedures and for coordinating general administration in the department;
- Ability to plan and administer agency programs;
- Ability to prepare and review complex activity reports of agency functions.

“NO PERSONS SHALL BE DISCRIMINATED AGAINST IN EMPLOYMENT OR IN ANY EDUCATIONAL PROGRAM OR ACTIVITY OFFERED BY THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION ON ACCOUNT OF RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, HANDICAP OR AGE”

Posted: 06/30/2010

Nicole Jacobs
Acting Director
Division of Human Resources