Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Administrative Officer
Announcement Number: SITRUST-23-SCRI0710
Number of Vacancies: 1

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>July 27, 2023</th>
</tr>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>August 18, 2023</td>
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<tr>
<td>SALARY RANGE:</td>
<td>IS-0341-11 ($78,592-$83,830)</td>
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<td>POSITION TYPE:</td>
<td>Administrative Officer</td>
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<td>APPOINTMENT TYPE:</td>
<td>Temporary Not to Exceed Two (2) Years</td>
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<td>SCHEDULE:</td>
<td>Full Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Washington, DC</td>
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<td>Position Sensitivity and risk:</td>
<td>Non-sensitive (NS)/Low Risk</td>
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<tr>
<td>Open to:</td>
<td>Smithsonian Institution Only (Internal)</td>
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What are Trust Fund Positions?

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

CONDITIONS OF EMPLOYMENT

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.
OVERVIEW:

This position is located within the Smithsonian Cultural Rescue Initiative (SCRI), Office of International Relations (OIR), Office of the Under Secretary for Science and Research, Smithsonian Institution (SI), with the primary duty station located in Washington, DC. SCRI’s mission is to protect cultural heritage threatened or impacted by disasters and to help U.S. and international communities to preserve their identities and history and to address and resolve sensitive and complex issues that may affect a variety of cultural institutions, special interest groups, state or local governments, international organizations, and U.S. federal agencies.

Information about the role:
This position encompasses financial management, budget administration, procurement, human resources, and other administrative management duties as assigned. The employee will work independently at times planning and carrying out the work, handling problems and deviations in assignments and thoroughly researching and analyzing available options for the Director, with a focus on disaster risk management for cultural heritage.

KEY RESPONSIBILITIES INCLUDE:

- Financial management, including accountability records for funds control of the various financial matters relating to the work of the unit, which includes multiple Federal, Trust, Grant, Gift, and Discretionary funds. Providing technical advice in support of financial systems such as entry of financial data into the Smithsonian Institution (SI) official accounting system and the Enterprise Resource Planning (ERP) system. Routine fund reconciliation comparing reports generated from ERP with Excel spreadsheets and resolving discrepancies. Projects expenditures through the balance of the fiscal year, detecting variations, and watching for trends in the various categories of expenses. Monitors program and equipment expenses.

- Budget Administration, including management of the daily operating budget. Monitors and tracks obligations and expenditures of budgeted funds through continuing coordination with program officials and examination of accounting records. Verifies that obligations and expenditures occur on a timely basis in accordance with SCRI’s work plan and regulatory controls and are within allotment amounts. Reviews procurement requests for availability of funds and appropriateness of purchase method. Serves as a point of contact for various office requests including trainings/conferences, local miscellaneous reimbursements, travel, and general office supplies. Prepares and approves travel authorizations, travel vouchers and local vouchers in Smithsonian’s travel system concur, according to budget chart fields with supervisor approval.

- Procurement, to include developing procurement packages, contacting vendors to obtain necessary bids, verifying the availability of funds to cover obligations, and selecting vendors to ensure the best possible quality, price, and delivery of items and services. Adjusts procurement records and documents as needed. Initiates contracts, purchase orders, and ensures that goods and services are received, accounted for, and invoices paid. Provides advice to management and staff on contracting and procurement policies and issues. Advises staff on the writing and/or revision of statements of work. Monitors the expiration dates of Purchase Orders and Contracts to provide adequate notice to obtain ongoing services without disruption. Ensures that expenditures are made in accordance with Smithsonian and Federal government policies and rules and that they are charged to applicable accounts. Reconciles and/or approves purchase card statements. Serves as the Property Custodian for high value and sensitive items.

- Human resources management for SCRI; maintains personnel files to track and monitor actions in the Human Resources Management System (HRMS). Ensures that midyear reviews, performance appraisals, and performance plans are on time and prepared in accordance with performance management standards. Reviews for technical correctness and compliance with Smithsonian and Federal guidelines and policies for personnel actions, position descriptions (PDs), PD cover sheets, performance plans, and performance appraisals. Initiating personnel action requests, recruitment actions, separations, promotions, classification requests, and disciplinary actions. Enters all departmental training data into HRMS. Reviews and validates time and attendance records for staff using time and attendance systems (e.g., WebTA as Timekeeper).

REQUIREMENTS AND QUALIFICATIONS:
Applicants must possess at least one year of specialized experience equivalent to the IS-9 level, performing financial management, budget administration, procurement, human resources, and other administrative management duties.
Knowledge and experience required for this role include but are not limited to:

- Knowledge of administrative concepts, principles, and practices to independently provide routine administrative support.
- Knowledge of Federal budget and financial planning policies, practices, and procedures in order to prepare, execute, and control SI Federal, Trust, Grant, Gift, and/or Discretionary funds, and determine whether obligations, expenditures, and requested allotments are within funding limitations.
- Skill to examine and evaluate data to prepare, analyze, and evaluate budget reports and requests.
- Knowledge and skill to perform reconciliations of organizational accounting records using standard general ledger budgetary, proprietary, and fund accounts in an automated financial management system.
- Knowledge of cuff or single-entry accounting, to monitor the expenditure of budgeted funds.
- Knowledge of Federal and Smithsonian procurement policies, rules, regulations, and procedures related to Federal Travel Regulations, to manage SCRI’s domestic and foreign travel, Government Simplified Acquisition, and the Government purchase card program.
- Skill in the use of automated data processing software programs and capabilities to accomplish budget/funding tasks and travel (e.g. ERP, Concur Travel System, HRMS), in order to produce reports and other written materials, and maintain an automated record-keeping system for an organization, and monitor their programs/financial tracking capabilities.

Work Environment
Work is performed in an office setting. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

Please note:
The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery." Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

How To Apply:

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<tr>
<th>Please forward a resume, and cover letter to:</th>
<th>Name: Corine A. Wegener</th>
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<tbody>
<tr>
<td></td>
<td>Title of Position: Director, SCRI</td>
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<tr>
<td></td>
<td>Email address: <a href="mailto:wegenerc@si.edu">wegenerc@si.edu</a></td>
</tr>
<tr>
<td></td>
<td>Please include the position title: in the subject line</td>
</tr>
</tbody>
</table>

Applications received on or before **August 18, 2023, at 5:00pm (EST)** will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.

What to expect next:
Once the vacancy announcement closes, we will review your experience and credentials to determine if there is a match against the requirements of this open position. After our review of applicants is completed, qualified candidates’ résumés will be referred to the hiring manager.

Relocation expenses are not paid.
The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s Accommodation Procedures.

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oeema.

The Smithsonian values employee wellness, work-life balance and offers several exceptional benefits to its employees. To review our Benefit programs please click the link: https://www.si.edu/ohr/benefits

YOUR PRIVACY IS PROTECTED

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at: https://www.si.edu/ohr/jobs_public/trust-eeo/jr/sitrust-23-scri0710