

JOB ANNOUNCEMENT
GOVERNMENT OF THE UNITED STATES
VIRGIN ISLANDS
DEPARTMENT OF EDUCATION
Internal/External

THE POSITION BELOW IS VACANT IN THE DEPARTMENT OF EDUCATION:

POSITION TITLE: Administrative Assistant

LOCATION: St. Thomas/ St. John District

Interested persons should contact: **DIVISION OF HUMAN RESOURCES**
careers.sttj@vide.vi

Deadline for applying: June 27, 2018

Starting Salary: \$35,996 GRADE: EC-24

Union: American Federation of Teachers- Support Staff

DESCRIPTION

This is staff work in coordinating office services, such as budgetary requests, records control, manuals, policies, procurement and simplification of reporting procedures. An employee in this class is responsible for facilitating management by attending to a variety of administrative details, which is necessary to ensure a smooth workflow. Work requires the use of considerable initiative and judgment. Employee works under the supervision of a higher-level officer who assigns duties, describes scope of goals and objectives and furnishes guidance only on critical issues. Work is reviewed through conferences, reports and achievement of objectives.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Supervises the work of subordinate personnel; assigns and reviews work for accuracy and completeness;
- Serves as an integral member of the office management team to provide substantive technical administrative advice in decisions affecting activities supporting program efforts;
- Identifies, analyzes and develops administrative policies and procedures for effective administrative operation. Prepares work plans and schedules, interprets regulations and policies;
- Studies departmental operational methods and makes recommendations to supervisor in order to improve workflow and simplify reporting procedures or implement cost reduction;
- Conducts studies and collects information on administrative problems; analyzes findings and prepares reports of practical solutions;
- Collects, analyzes and compares data and trends; prepares reports including observations, conclusions and recommendations;
- Reviews and responds to correspondence relating to agency operation;
- Coordinates collection and preparation of operating reports, such as time and attendance records, budgetary expenditures and other statistical data. Compiles data for and prepares periodic and special reports;
- Performs other related duties as required.

KNOWLEDGE, SKILL AND ABILITIES

- Knowledge of the principles and practices of public and business administration;
- Knowledge of modern office procedures, practices and equipment;
- Knowledge of a variety of computer programs and software;
- Knowledge of research techniques and report writing;
- Knowledge of the principles of supervision and the ability to supervise the work of others;
- Ability to exercise resourcefulness in meeting new problems;
- Ability to prepare accurate, clear, complete and concise reports;
- Ability to analyze, interpret and report research findings;
- Ability to initiate and install administrative procedures and evaluate their effectiveness;
- Ability to interpret properly and to make decisions in accordance with laws, regulations and policies;
- Ability to advise and provide assistance relevant to improvement in administrative matters, resolution of problems and other changes;
- Ability to establish and maintain effective working relationships with all persons contacted during the course of work.

EDUCATION AND EXPERIENCE

- Graduation from a four-year college or university with major course work in Political Science, Public or Business Administration or a related field;
- Four years managerial experience, dealing with personnel, procurement and budgetary matters; **or**
- Considerable experience dealing with personnel, procurement or budgeting, at least eight (8) years, which includes at least one year experience as an Administrative Officer III or a related capacity.

“No person shall be discriminated against in employment or in any other educational program or activity offered by the Virgin Islands Department of Education on account of race, color, creed, national origin, sex, handicap, or age.”

Interested persons should apply by visiting our website at <http://jobs.vide.vi> and select the appropriate application for submission procedures.

Send your complete application package to careers.sttj@vide.vi for consideration.

Application documents required: (1) Completed Application, (2) Resume, (3) Cover Letter, (4) Official College Transcripts, (5) Certifications, (6) Licensures, (7) Three Letters of Recommendation, (8) Police Background Check and (9) Doctor’s Statement of Good Health.

Travel, transportation and relocation expenses are not authorized by this position. Any travel, transportation and relocation expense associated with reporting for duty in this position will be the sole responsibility of the selected candidate
