



## **DRAFT: 2022 POSITION DESCRIPTION**

### **Administrative Specialist**

#### **I. POSITION TITLES AND CLASSIFICATIONS**

- A. Incumbent Employee: Vacant
- B. Position Title: Administrative Specialist
- C. Working Title: Administrative Specialist
- D. Salary Grade Level: GS-7, Portland - Salem Locality
- E. Position Continuance:  Permanent  Temporary  Seasonal  
 Full Time  Part Time  Job Share
- F. Position FLSA Classification:  Exempt  Non-Exempt

#### **II. POSITION PURPOSE AND ORGANIZATIONAL RELATIONSHIP**

The Pacific Fishery Management Council (Council) is one of eight regional councils established by the Magnuson-Stevens Fishery Conservation and Management Act (Magnuson-Stevens Act) of 1976. The Council consists of voting representatives from the states of California, Oregon, Washington, Idaho, the National Marine Fisheries Service (NMFS), and West Coast Indian tribes and has authority for fishery management in the Pacific Ocean seaward to 200 miles from the coasts of California, Oregon, and Washington. The State of Alaska, the U.S. Coast Guard, the U.S. Fish and Wildlife Service, the U.S. State Department, and the Pacific States Marine Fisheries Commission are also represented on the Council as non-voting members. Section 302(f)(1) of the Magnuson-Stevens Act provides the Council “. . . may appoint, and assign duties to, an executive director and such other full and part-time administrative employees as the U.S. Secretary of Commerce determines are necessary to the performance of its functions.”

The purpose of this position is to serve as one of three Administrative Specialists and functions as the principal position for clerical assistance. This position reports to the Administrative Officer. See position organization chart.

#### **III. MAJOR DUTIES AND RESPONSIBILITIES**

This section provides an overview of the general duties and responsibilities expected of the administrative specialist positions employed by the Council. The degree of participation in the following activities may vary between individual staff and will be further delineated in a list of specific duties provided for each position and maintained separately.

% of Time      Duties and Responsibilities

40%      **Document Production and Distribution**

- Review documents, correspondence, and reports for proper format, accuracy, grammar, and overall document quality in accordance with established protocols.
- Provide expertise in use of word processing programs, which may include creating templates for documents and forms.
- Take actions necessary to prepare and distribute documents and correspondence in the appropriate format both electronically and by hard copy, which may include establishing and maintaining physical address and email lists.

30%      **Council and Ancillary Meetings**

- This category includes preparation for, activities during, and follow-ups from administering meetings of the Pacific Fishery Management Council and may include the following activities:
- Prepare and distribute, as described under **Document Production and Distribution** above, advance briefing materials for the Council and advisory bodies as well as documents prepared in the secretariat during meetings.
- Procure supplies, equipment, and document copies; and assist packing these to ship to the Council meeting location to be used to operate a secretariat to conduct the business of the Council and its advisory bodies.
- Setup, staff, and breakdown the secretariat at Council meetings including the operation of computers, printers, and photocopiers.
- Maintain electronic document files and master files for the appropriate use, storage, or distribution following the meetings.

20%      **Office Operations**

- Perform clerical and administrative duties necessary to operate an office in support of Council activities, outside of those activities described above.
- Maintain office records such as inventory records, member lists, and the administrative filing system.
- Operate the telephone system, which may include answering the main line, programming the telephone system, and acting as liaison with vendor technicians
- Handle incoming mail and prepare outgoing mail and deliveries.

10%      **Other Duties as Assigned**

- Perform other duties as assigned on an ongoing or temporary basis. These duties may be at, below, or above the GS-7 level.
- Job related training.

#### **IV. KNOWLEDGE REQUIRED**

- Knowledge of substantive programs for the organization as they relate to the clerical and administrative support functions of the office.
- Knowledge of grammar, punctuation, and spelling, as well as organizational requirements on style and format; office filing systems; travel regulations; and time and attendance procedures.
- Knowledge of duties, priorities, commitments, and program goals of the office and associated coordination responsibilities outside the organization.
- Experience in coordinating and organizing a variety of duties, while remaining flexible and handling pressures of a fluctuating workload.
- Knowledge of PCs and proficiency in common clerical applications, such as processing email, internet access and use, and related software, particularly Microsoft Office programs (Word, Access, Power Point, Excel, etc.)

#### **V. SUPERVISORY CONTROLS AND EXPECTATIONS**

The supervisor outlines overall objectives, available resources, general priorities, and deadlines. The supervisor and employee discuss such matters as possible approaches and staged time frames. The employee exercises discretion and independent judgment in such areas as planning, execution, determines the most appropriate principles, practices, and methods to apply in problem solving towards the final objective, frequently exercises initiative in tactical alternatives in completing the assignments, and keeps the supervisor informed of progress and of potentially controversial matters.

#### **VI. GUIDELINES**

Specific guidelines on office procedures are available, written and oral. The employee uses judgment in researching, choosing, interpreting, modifying, and applying available guidelines for adaptation to specific problems or issues. The employee is also guided by administrative policies and procedures of the Council.

#### **VII. COMPLEXITY AND DECISION MAKING**

Work consists of a variety of duties that involve many different and unrelated processes and methods. The employee decides what needs to be done by evaluating and analyzing the subject, issues, and circumstances at hand, including incomplete or conflicting information.

#### **VIII. SCOPE AND EFFECT**

Work involves a variety of common problems, questions, or situations that are dealt with in accordance with established criteria, as well as investigating and analyzing a variety of unusual conditions, problems, or issues.

**IX. PERSONAL CONTACTS**

Contacts include other employees in the Council office, limited contact with extended members of Council advisory bodies, and more limited contact with the general public. Contacts also include individuals or groups from outside the Council entourage, including consultants, contractors, vendors, and representatives from other agencies. The purpose of such contacts is to acquire, clarify, or exchange information needed to complete assignments and to plan, coordinate, advise, or resolve issues associated with assigned objectives.

**X. PHYSICAL DEMANDS**

The work is primarily sedentary and requires a great amount of concentration and attention to detail. Frequent use of a keyboard and other computer hardware is required, often for lengthy periods of time. Several times per year, travel to distant locations is required, often for extended periods (See Section XII). Transportation by air, land, or sea is required, as well as overnight stays in hotels, motels, and inns. Lifting of light to moderately heavy boxes and equipment and loading and unloading of boxes and equipment into and from vehicles, may be required.

**XI. WORK ENVIRONMENT**

The work is performed primarily in a typical office setting or professional/public meeting rooms in such places as hotels, schools, or auditoriums.

**XII. ADDITIONAL POSITION CHARACTERIZATIONS**

- A. Special Requirements: Extended work hours may be required occasionally at the main office and frequently at out-of-town meetings. Ability to travel to distant locations and stays for periods from 7 to 10 days may be required several times per year.
- B. Budget Authority: None.

**XIII. CERTIFICATION**

I affirm this position description is an accurate statement of the expected duties, responsibilities, and other necessities of this position.

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Employee Signature                      Date

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Supervisor Signature                      Date

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Executive Director Signature      Date

PFMC  
12/10/21

