

**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 District

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

Deadline for applying: March 1, 2019

Starting Salary: \$34,244 **GRADE:** EC-22 **STEP:** 0

Union: Support Staff Unit – (AFT)

DESCRIPTION

This is a technical administrative work at full performance level. Work in this class involves the performance of responsible administrative, management and financial services. 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 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 use information to prepare reports 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 investigations of 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;
- 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;
- Utilizes computer systems to provide appropriate support;
- Prepares letters, reports and other documents as appropriate in fulfilling job duties and responsibilities;
- Performs other duties as required or assigned.

KNOWLEDGE SKILL AND ABILITIES

- Knowledge of various software applications, such as Word, Excel, Power Point, Access and other 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;
- Ability to solve problems by choosing solutions from among several alternatives that are not necessarily governed by established procedures;
- Ability to establish and maintain effective working relationships with all persons contacted during the course of work;
- Ability to remain calm and courteous under stressful circumstances;
- Ability to communicate effectively, interpersonally and organizationally.

EDUCATION AND EXPERIENCE

- Graduation from a recognized college or university with major work in Business Administration or a closely related field and four years of administrative experience, **or**
- Associates degree in Business Administration or a closely related field and six years of administrative experience; **or**
- Completion of the twelfth school grade, including commercial subjects and eight years' experience as an Administrative Secretary; or five years' experience as an Administrative Officer II.

“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.

******DUE TO A HIGH VOLUME OF APPLICANTS, THE DEPARTMENT WILL NOTIFY ONLY THOSE WHO ARE SELECTED FOR THE NEXT STEP IN THE RECRUITMENT PROCESS. ******

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