

REASON FOR THIS POSITION		
1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/>	3. REPLACES PD NUMBER <input type="checkbox"/>

**POSITION DESCRIPTION
COVER SHEET**

RECOMMENDED			5. PAY PLAN GS	6. SERIES 342	7. GRADE 09
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8. WORKING TITLE (Optional)	9. INCUMBENT (OPTIONAL)
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OFFICIAL
10. TITLE
Support Service Specialist

11. PP GS	12. SERIES 342	13. FUNC	14. GRADE 09	15. DATE	16. I/A <input type="checkbox"/> YES <input type="checkbox"/> NO	17. CLASSIFIER
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18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	6th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE <i>Joanne W. Simms</i>	20. DATE 08/30/95	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
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21. SUPERVISOR'S NAME AND TITLE Joanne W. Simms, Director, Office of Human Resources, ARH	24. SECOND SUPERVISOR'S NAME AND TITLE
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FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			TOTAL POINTS		
					GRADE

CLASSIFICATION CERTIFICATION
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE <i>Tary Lynnman</i>	30. DATE 10/25/95
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31. NAME AND TITLE
Classification Work Group

32. REMARKS	33. OPM CER
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SUPPORT SERVICES SPECIALIST
GS-342-9

I. INTRODUCTION

This position is located in the Administrative Service Center (ASC), Administrative Resources Division (ARD). The incumbent is responsible for analyzing, planning, implementing and performing standard administrative services in a state or area (Field) office and the ARD providing local support. These assignments cover a range of administrative support relating to the mission of the division. Actual assignments in particular functional areas will vary depending upon the identified mission requirements of the office.

II. DUTIES AND RESPONSIBILITIES

Provides routine support services for state and/or areas offices, monitoring performance, establishing procedures, reviewing and interpreting changes in regulations and policies for a specific jurisdiction. Provides advice and assistance to operating officials and program managers. Areas of effort include several or all of the following.

PROPERTY MANAGEMENT

Analyzes property needs of field offices. Determines proper level of furniture and equipment and takes action to bring the office to the level either through procurement, transfer, or disposal, as appropriate. Negotiates with managers to accomplish these actions. Maintains accountability of inventory, processes all required documents relating to transactions, prepares reports on property management program for the General Services Administration and HUD Headquarters, as required.

TRANSPORTATION MANAGEMENT

Administers transportation activities for the field office, primarily the use of GSA vehicles, but also activities such as parking, leased or rented vehicles, transit subsidies, and other transportation related activities. Establishes systems for and monitors the assignment and use of GSA vehicles and the transit subsidy program. Determines over and under utilization, determines assignments or resolves assignment problems, etc. Prepares reports for submission to GSA, HUD Headquarters and the ARD.

SAFETY & HEALTH

Coordinates the field office Safety & Health Program. Performs health & safety inspections, receives and reviews incident and accident reports, investigates and identifies causes and resolves problems. Negotiates with GSA and other agencies concerning health & safety issues, establishes procedures for adhering to safety programs, coordinates wellness programs, represents management on union and inter-agency Health & Safety Committees. Prepares reports and conducts studies, as assigned.

FACILITIES MANAGEMENT

Coordinates building management activities with GSA and lessors to insure that adequate services and facilities are provided. Evaluates adequacy of building management, maintenance and operations. Reviews and responds to requests for action on facility issues such as relocation of electrical/telephone outlets, inadequate maintenance, heating or air-conditioning, health and safety, etc. Takes or recommends actions to respond to building related needs. Monitors funding levels. Prepares reports. Monitors space alteration projects in the field office in conjunction with ARD Project Management Specialist for specific projects.

COMMUNICATIONS

Reviews requests from program units in state and area offices for additional services and/or equipment. Coordinates the ordering and installation of telephone services with GSA, commercial utilities. Reviews billings and resolves discrepancies. Monitors and analyzes field office communications use, prepares reports and recommends or takes action to resolve problems. Maintains the electronic telecommunication system for the office, where applicable.

SMALL PURCHASING

Administers and/performs work involving the procurement of supplies and services to support the operation of state or area office. Evaluates proposals for open market purchases under \$2,500, local office contracts for service, and monitors GSA schedule contracts for compliance. Establishes operating procedures for obtaining products and services, resolves problems and prepares reports on procurement activities.

IMPREST FUND

In some offices, the incumbent may serve as an Imprest Fund Cashier. Issues monies for travel advances and reimbursements for the procurement of a variety of products and services in accordance with the U.S. Treasury and HUD regulations.

RECORDS MANAGEMENT

Maintains records management systems, including monitoring the retention, retirement and disposal of records; making records surveys; and coordinating records services with the National Archives and Records Services.

KNOWLEDGE REQUIRED

Analytical ability

Knowledge of methods used to gather, analyze, and evaluate information concerning administrative management process.

Knowledge of operations and support services requirement of HUD organizations.

Knowledge of operational and performance characteristics of telecommunications equipment.

Knowledge of property management program requirements.

Knowledge of transportation management program requirements and procedures.

Knowledge of procurement practices, contracting methods, and of business and industry practices, sources of supply, cost and requirement factors.

Knowledge of budget administration practices.

Knowledge of imprest fund requirements and practices.

Ability to meet and deal effectively with employees at all levels of the organization.

Skill in oral and written communications

III. SUPERVISORY CONTROLS

Incumbent's assignments are generated by needs of the functional areas in the Administrative Resources Division. Within the scope of the assignment, the incumbent typically works independently, exercising initiative and judgment in carrying out assigned duties according to rules, regulations and policies, and resolving problems based experience. Refers to supervisor or higher grade employee for guidance in new or unusual circumstances. Work is subject to review for technical accuracy, soundness of judgement, and adherence to administrative service requirements, policies and objectives.