



The U.S. Government Publishing Office (GPO)

General Position Information

Job Title: Office Manager, PG-0341-12

Salary: Base pay of \$66,829 - \$86,881 based on <https://www.federalpay.org/gs/2021>; locality is based on the Washington D.C. area.

Position Type: Competitive service

Opening Date: Immediate

Close Date: Remain Open Until Filled

Who May Apply: Open to current Federal, competitive service employees serving **at or above** grade level GS-12 positions (or equivalent); and has completed their one year probationary period.

This is a lateral transfer/re-assignment ONLY

Division: Office of the Inspector General, Front Office

Duty Location: 732 North Capitol St NW, Washington, D.C., walking distance of Union Station.

Security Clearance: SECRET

Telework: Yes as determined by office policy

Relocation Expenses: No

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview.

Travel Required: Occasional travel

SUMMARY

This position is in the Office of the Inspector General (OIG), an independent office within the U.S. Government Publishing Office (GPO). The incumbent is responsible for performing a variety of administrative, logistical, management analysis, liaison, and other operational and support activities to facilitate the work of the OIG. Additional information regarding the GPO OIG is available at [Overview \(gpo.gov\)](https://www.gpo.gov/overview).

MAJOR DUTIES

Under the direction and supervision of the Deputy Inspector General, the Office Manager is the focal point on the administration, management, and coordination of the myriad of activities in the OIG, the incumbent serves as the principal staff assistant with responsibility for initiating, directing, prioritizing, expediting, and integrating actions and requirements in support of the mission.

- Directs administrative functions for the IG and DIG. Implements policies and procedures for production of internal OIG correspondence, standard operating procedures, OIG office product routing, filing, supply orders, budget, purchase cards, contract procurement, training coordination, and records maintenance.
- Assists in preparing, analyzing, coordinating, and monitoring the OIG budget. Keeps in contact with the budget office throughout the year regarding the status of budget items and makes changes as necessary, including allocation of funds. Identifies and analyzes required organizational input and makes necessary adjustments. Anticipates potential issues or problems and makes recommendations or suggestions.



- Controls and reviews incoming correspondence, including letters, memoranda, briefing reports, e-mail messages, faxes, documents, and general information to determine acceptability, applicability, and compliance with policies and procedures.
- Assists or leads the planning and execution of office projects, such as the evaluation of a new office, equipment/systems, or other renovation projects.
- Prepares and assembles background materials, documentation, and information for briefings, meetings, or conferences, as requested by the DIG or IG. Coordinates audiovisual and photographic requirements, as required.
- Provides key liaison between the OIG and GPO Front Offices.
- As required, facilitates correspondence with The Council of the Inspectors General on Integrity and Efficiency (CIGIE), various OIGs, contractors, and other Federal agencies.
- Holds the primary responsibility for the proper use of the OIG purchase card, which is used for official small Government purchases.
- Responsible for planning special functions and events such as awards ceremonies, all hands and off-sites.
- Maintains master calendar of meetings and events for the DIG and IG. Arranges meetings, appointments, travel schedules, and details related to special events.
- Maintains accurate records for all purchase request (including annual requests) and online purchasing.
- Coordinates travel arrangements for the OIG Front Office including securing various modes of transportation, travel authorizations, advance of funds, hotel accommodations, and travel voucher.
- Performs other related duties as may be assigned.

QUALIFICATIONS A complete application package must include:

- **RESUME:** Your resume, or other written form you choose to describe your job-related experiences, is used to verify your qualifications. It is important that your resume reflects the duties and responsibilities under each position you have held with each employer.
- **SF-50, NOTIFICATION OF PERSONNEL ACTION:** To be considered for this position, you must be a current or former Federal employee, at or above GS-12 (or equivalent) and have completed the one year probationary period. Therefore, you must submit a Notification of Personnel Action (SF-50) showing the highest grade level held in a position for which you are using to qualify; and your SF-50 showing that you completed one year of service as a Federal employee. Your SF-50 must also include the Position Title and Series, Step, Salary, Tenure, Position Occupied, and promotion potential (if applicable) to verify your status and eligibility. Failure to submit the information required will result in an ineligible rating under merit promotion procedures.
- **PERFORMANCE EVALUATIONS:** Copy of your most recent performance appraisal. If your performance appraisal is not dated **within the last 12 months** or if you are unable to provide a recent performance appraisal, you must provide a written statement explaining why it was not obtainable. Failure to submit required documentation will disqualify you from consideration.
- **COVER LETTER:** A cover letter is required. Please include a brief synopsis of how you meet the specialized experience in your cover letter.

Note: All documents should be in Adobe PDF format.

KEY REQUIREMENTS:

- U.S. Citizenship
- Males born after 12/03/1959 must be registered for Selective Service.



TIME-IN-GRADE REQUIREMENTS: Applicants must meet time-in-grade requirements to be considered eligible. Applicants must be currently serving at or above the equivalent grade level of Federal service (GS-12) and completed the one year probationary period to qualify for this position.

CONDITIONS OF EMPLOYMENT:

- **SECURITY CLEARANCE:** The position requires the incumbent be able to obtain and maintain a SECRET Security Clearance.
- **DESIGNATED TESTING POSITION:** Incumbent is required to be screened under the civilian drug abuse testing program. Periodic urinalysis will be required to test for drug abuse. Failure to submit specimen or sign will result in incumbent being subject to adverse action proceedings in accordance with appropriate regulations.

ADDITIONAL INFORMATION:

- **Employment of Relatives** Section 3110 of Title 5, U.S. Code, prohibits a Federal official from appointing, promoting, or advocating the appointment or promotion of a relative in the agency where the official is serving or exercises jurisdiction. In addition, Section 2302(b)(7) of Title 5, U.S. Code, makes it a "prohibited personnel practice" for a person in authority to "appoint, employ, promote, advance, or advocate for the appointment, employment, promotion, or advancement of a relative." For further information visit: <https://www.law.cornell.edu/uscode/text/5/3110> and <https://www.law.cornell.edu/uscode/text/5/2302>
- **Schedule A (Disability Appointment):** Documentation of eligibility for employment under Schedule A can be obtained from a licensed medical professional (e.g., a physician or other medical professional certified by a state, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., state or private); or any Federal agency, state agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The letter must be printed on a "medical professional's" letterhead and signed.
- **Reasonable Accommodation:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process you must contact the HC Specialist on the vacancy announcement at least seven business days before the closing date of this announcement to receive assistance. The decision on granting reasonable accommodation will be made on a case-by-case basis.
- **Equal Employment Opportunity Policy:** The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.
- **Work Life Balance:** GPO offers a transit subsidy for commuters using public transportation (Metro Bus/Rail, MARC, VRE, etc.), Telework, and Alternative Work Schedule (AWS).

WHERE TO SUBMIT: Complete application package must be sent to Nathan Deahl, Deputy Inspector General, at ndeahl@gpo.gov.