



The U.S. Government Publishing Office (GPO)  
Office of the Inspector General (OIG)

**VACANCY: Office Manager (Administrative Officer), PG-0341-12**

**GENERAL POSITION INFORMATION:**

**Salary:** \$ 89,834 – 116,788 (*based on Baltimore, DC, MD, VA locality*)

**Position Type:** Competitive Service

**Close Date:** Remain Open Until Filled

**Who May Apply:** Current Federal employees serving **at or above** grade level GS-12 (or equivalent) and have completed their one-year probationary period.

**Duty Location:** 732 North Capitol St NW, Washington, D.C.

**Required Security Clearance:** None

**Telework Eligible:** Yes, as determined by office policy, generally two days per week can be telework

**Travel Required:** Occasional

**This is a lateral transfer/re-assignment ONLY**

**SUMMARY:** The OIG helps the GPO effectively carry out its responsibilities by promoting economy, efficiency, and effectiveness in the administration of, and to prevent and detect waste, fraud and abuse in GPO programs and operations. Additional information regarding GPO is available at [www.gpo.gov](http://www.gpo.gov).

**MAJOR DUTIES**

- Directs administrative functions for the OIG. Implements policies and procedures for the 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.
- Serves as the contracting expert for the OIG and will serve as the Contracting Officer's Representative on multiple contracts.
- 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.
- 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 requests (including annual requests) and online purchasing.
- Coordinates travel arrangements for the OIG Front Office including securing various modes of transportation, travel authorizations, the advance of funds, hotel accommodations, and travel voucher.
- Performs other related duties as may be assigned, the list above is not all-inclusive.

**APPLICATION PACKAGE:** All documents should be in Adobe PDF format.

- **Resume:** Reflect the duties and responsibilities under each position you have held with each employer (no more than 5 pages)
- **SF-50, Notification of Personnel Action:** showing the GS-12 grade level and competitive.
- **Performance Evaluation:** 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.
- **DD-214:** If you are claiming Veterans Preference, provide a copy of your DD-214 or Discharge from Active Duty, or other equivalent documentation to prove your entitlement and to verify your type of discharge.
- **VA Letter and SF 15:** If you are claiming Veterans' Preference based on a Compensable Disability, Widow or Spouse Entitlement, or as a Purple Heart recipient, you must submit your SF-15 and the required proof of disability, i.e., Department of Veterans Affairs letter dated 1991 or later.

**OTHER KEY REQUIREMENTS:**

- U.S. Citizenship
- Selectees must pass a drug test prior to appointment
- Males born after 12/03/1959 must be registered for Selective Service.
- Incumbent must annually file a Confidential Financial Disclosure statement.

**WHERE TO SUBMIT:** A complete application package must be sent to Nathan Deahl, Deputy Inspector General at [ndeahl@gpo.gov](mailto:ndeahl@gpo.gov).

*Please omit/redact sensitive Personally Identifiable Information e.g. social security number.*