

Job Description

Job Title SUPPORT SERVICES SPECIALIST

Job ID 9153

Date Opened 12/03/2019

Date Closed 12/12/2019

Location 1050 1st Street, NE

Full/Part Time Full-Time **Type of Appointment** Career Service - Reg Appt

Regular/Temporary Regular

Agency SR Insurance, Securities and Bank

Area of Consideration District Government

Grade 11

Bargaining Unit 1_2 Compensation Unit 1 & 2

Minimum Range \$66,542.000000 **Maximum Range** \$85,784.000000

Target Openings 1 **Available Openings** 1

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General Job Information

JOB SUMMARY

This position is located in the Department of Insurance, Securities and Banking, in the Bureau of Information Technology and Administrative Services, Administrative Services Division. The incumbent is responsible for advising on and coordinating support services activities for the Department.

DUTIES AND RESPONSIBILITIES

The incumbent works under the general administrative supervision of the Administrative Services Supervisor who makes assignments in terms of broad objectives and goals of the Department. Performs work of mild difficulty and responsibility. May receive special assignments as a result of meetings and consultations. The Support Services Specialist is relied upon to independently carry out assignments and resolve non-controversial problems.

Prepares procurement documents and ensures all pertinent information is attached or available, if needed. Researches cost of goods and availability of services required for the Department.

Assists as the department's Property Officer with responsibility for monitoring operation procedures to obtain, store and account for supplies and equipment. Studies new office machines and equipment designed to improve and expedite the flow of work. Recommends the purchase of new equipment.

Serves as contact point on forms control and development matters. Reviews forms for possible improved or expanded use; consolidation or elimination. Determines proper reproduction and distribution methods. Conducts surveys to determine the need for new forms. Has continuing technical responsibility for space utilization studies. Studies space utilization problems reports major issues and makes recommendations within established procedures and policies.

QUALIFICATIONS AND EDUCATION

Applicants must have Specialized Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression.

Some substitution of education for experience is allowed.

LICENSES AND CERTIFICATIONS

None

WORKING CONDITIONS/ENVIRONMENT

The work requires stooping, bending, walking and carrying of light to heavy objects.

The work is performed in an office environment.

OTHER SIGNIFICANT FACTS

Tour of Duty: 8:15 am to 5:00 pm

Promotion Potential: Promotion Potential to grade 12

Duration o Appointment: Career Services - Regular Appointment

Plan, Series and Grade : CS-343-11

Collective Bargaining Unit (Union): This position is in a collective bargaining unit.

Position Designation: This position is subject to enhanced suitability screening pursuant to Chapter 4 of the DPM, Suitability, Security Sensitive.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.