



IOWA NATIONAL GUARD  
TEMPORARY EMPLOYMENT



CURRENT JOB ANNOUNCEMENTS

**Application Process:** To apply for Temporary Technician Employment you must email your resume to the POC. Specific questions to the position may also be directed to the POC.

Position Title	POC Name/Location	POC Email & Phone Number
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<b>Administrative Officer</b> GS-0341-11 PD# D1174	LTC Donald Hurt Training Site JFHQ, Johnston, IA 1 Position Open	donald.h.hurt.mil@army.mil 515-252-4173 Date Open: 26 March 2024 Close Date: Until Filled
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**Minimum Military Grade:**

W01/O-2

**Maximum Military Grade:**

W04/O4

**Summary of Duties:**

- (1) Plans and assigns work to be accomplished through subordinates engaged in a variety of occupations. Makes assignments based on priorities, degree of difficulty, and requirements of the assignment. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligible applicants. Reviews and/or recommends appointment, promotion or reassignment of employees. Establishes and/or approves performance standards. Monitors and evaluates employee performance. Informs subordinates of agency policies and programs. Hears complaints and grievances from employees. Resolves problems informally and/or makes recommendations for resolution to appropriate officials. Identifies developmental and training needs of employees and provides or procures training. Approves and/or disapproves leave requests. Promotes acceptance and adherence of programs such as Equal Employment Opportunity, Federal Women's Program, Labor Management Relations, and other similar special emphasis programs. Maintains an effective position management program. Assures position descriptions are accurate and positions are operating as intended.
- (2) Conducts reviews of command policies, activities and programs to ensure subordinate units are effectively and efficiently progressing toward the desired readiness status. Assists in creating and/or changing command policies and procedures. Develops instructions for implementation by staff sections, technicians and subordinate elements. Keeps abreast with new policy statements, regulations and directives issued by higher headquarters. Supervises and coordinates the activities of each full time staff section of the headquarters and subordinate units. Reviews and finalizes studies relating to reorganization, relocation of units, personnel practices etc. Provides guidance and assistance to ensure command programs have been implemented and evaluates their effectiveness in subordinate elements.
- (3) Develops, implements and evaluates the administrative, personnel and supply policy for the battalion. Is the primary advisor for the command in the areas of legal, medical, and personnel actions. Provides technical assistance and guidance to unit level administrative and logistical personnel. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the battalion/squadron level organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the development and execution of the command level guidance for implementation of the Enlisted Promotion Management System (EPMS). Ensures the timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board actions.

Performs other duties as assigned.

**\*\*Resume to supervisor must demonstrate:** At least 36 months experience, education or training analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions. Experience preparing reports, plans, policies and various correspondence. Experience evaluating objectives and develop plans to facilitate the availability and effective utilization of various resources. Experience utilizing the organization, its mission and the organizational staff procedures. Experience using quantitative and qualitative techniques for analyzing and measuring the effectiveness, efficiency and productivity of administrative and technical programs.