

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. Post Mexico City	2. Agency State	3a. Position Number 312801 A52306
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3b. Subject to Identical Position? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

 Yes No 312801 A5004

4. Reason for Submission

- a. Redescription of duties: this position replaces
(Position Number) A52-306 , (Title) Visitors and Conferences Office Clerk (Series) 105 (Grade) 6
- b. New Position _____
- c. Other (explain _____)

5. Classification Action

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yyyy)a. Post Classification Authority
WHA/EX/FRC

Travel Assistant, 910

FSN-7

8/23/2016

b. Other

c. Proposed by Initiating Office

6. Post Title Position (If different from official title)

7. Name of Employee

8. Office / Section

US EMBASSY

a. First Subdivision:

b. Second

b. Third Subdivision:

9. This is a complete and accurate description of the duties and responsibilities of my position

10. This is a complete and accurate description of the duties and responsibilities of this position

Printed Name of Employee_____
Signature of employee_____
Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

13. Basic Function of Position

Assist the GSO for Visit and the LE VCO supervisor with all aspects of logistics for official travel of USG employees and VIP guests. Serve as the Contracting Officer's Representative (COR) on Post's interpretation contract. Manage the Temporary Quarters (TQ) program for incoming and departing employees. Expedite USG visitors through immigration and customs at the airport, track and make hotel reservations for official USG visitors, assist Embassy and USG customers with visa needs to foreign or third countries, communicate internally within USG and externally with partners such as GOM, hotel, airline, immigration, customs, interpreters, and other contacts.

14. Major Duties and Responsibilities

1. Plan, coordinate, and assist official U.S. Government visitors, including but not limited to Presidential, Vice-Presidential, Congressional, Secretaries, and all official visitors at A/S level and higher. The incumbent coordinates all logistics for travel, including but not limited to airport expeditor services, customs and immigration clearance paperwork, transportation requirements, hotel requirements, control room requirements, luggage requirements, coordinating with procurement and or supplies on equipment and supplies set up and tear down, and interpretation services. Expedite USG visitors through immigration and customs, track and make hotel reservations for official USG visitors, assist Embassy and USG customers with visa needs to foreign or third countries, communicate internally within USG and externally with partners such as GOM, hotel, airline, immigration, customs, and other contacts. Works directly with other Embassy offices and our nine consulates in Mexico on visit planning and support, including support for the Ambassador and DCM's travel. The incumbent also tracks and submits quarterly ICASS count reports. **35%**
2. Incumbent serves as COR for Post's interpretation contract. Reviews, submits, edits, assigns, processes task orders, contracts with interpreters, and follows procurement regulations for the interpretation needs of the Embassy. **35%**
3. Arranges temporary quarter (TQ) housing assignments for arriving and departing Embassy employees. **20%**
4. Provides logistical travel guidance, including maintaining foreign government visa requirements and requests to foreign countries for mission employees on temporary duty to foreign countries. Performs clerical work as required for the duties and needs of the VCO unit. **10%**

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

15. Qualifications Required For Effective Performance

- a. Education: Two years of college experience required.
- b. Prior Work Experience: Two years of travel related experience required.
- c. Post Entry Training: On the job training, procurement training, USG travel procedures and policies, training in office procedures and USG and GOM rules and regulations. Smith Driver Training Course. How to be a Contracting Officer Representative (COR) Training.
- d. Language Proficiency: Level IV English required. Level IV Spanish required.
- e. Job Knowledge: Ability to exercise good judgment in making decisions and proactively resolving problems. Must know the city and its travel, transportation, airport, hotel and other support facilities.
- f. Skills, and Abilities: Exceptional interpersonal skills and the ability to coordinate people and resources in support of visitors. Organizational skills and the ability to work and make decisions independently. Excellent computer skills. Must have a Mexican driver's license and successfully complete the U.S. Department of State's Smith Driver Training course in order to maintain self-drive status. Typing 40 wpm required.

16. Position elements

- a. Supervision Received: Direct supervision from the Locally Employed VCO Supervisor and the U.S. General Services Officer in charge of VCO. Discussions of upcoming visits are performed on a regular basis.
- b. Supervision Exercised: None
- c. Available Guidelines: Foreign Affairs Manual and Standard Operation Procedures for post, FAM and FAR for travel and procurement regulations. Protocols and requirements established by GOM.
- d. Exercise of Judgment: Must exercise sound decision making techniques in determining the best course of action.
- e. Authority to make commitments: In conjunction with the Locally Employed VCO Supervisor and Travel Assistant, the incumbent may commit embassy property or human resources to support VIP visits, TQ, or interpretation services. Solicits pricing from vendors such as hotels or interpretation service providers, makes decisions on which vendor is most advantageous to the USG, books and confirms travel arrangements.
- f. Nature, Level and Purpose of Contacts: Contacts range from entry-level to the highest echelons of both USG and GOM as well as commercial vendors such as hotels, restaurants, rental car companies, airlines, immigration and customs officials, and interpretation service providers.
- g. Time Expected to Reach Full Performance Level: One year