

QUARTERMASTER
(Department of Military Affairs)

NATURE OF WORK IN THIS CLASS

Directs all territorial real estate, property equipment, supplies and funds appropriations and other administrative service programs for the Department of Military Affairs.

ILLUSTRATIVE EXAMPLES OF WORK *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Plans, coordinates, and directs the administrative service functions of the Military Affairs.

Supervises and coordinates all activities involved in the annual preparation of the department's territorial budget, the federal budget for the operation and maintenance of the department's facilities, and all territorial and federal service contract funds executed in accordance with applicable federal and territorial laws and regulations.

Directs the study of policies, organization, methods, and procedures and develops recommendations for improvements affecting economy, efficiency, and quality of operations.

Coordinates the technical administration of management services with the Personnel Office, Budget Office, Procurement Office and other agencies involved in the activities of the department.

Assures that bookkeeping and accounting systems for the department are adequate and properly maintained; assures that the department's real estate and equipment, owned or leased, are properly maintained and secured.

Represents the Adjutant General in meetings, conferences and committees.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of public administration.

Knowledge of the principle and practices of financial management, including accounting, cash management and budgeting.

Knowledge of federal and territorial contracting laws, regulations and procedures.

Knowledge of real estate and building maintenance and security, and familiarity with principles of construction.

Ability to administer management services, including budget preparation, funds management, personnel management, procurement and other related activities.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS (Con't)

Ability to interpret and apply pertinent federal and territorial laws, rules and regulations and other guidelines.

Ability to supervise the work of others.

Ability to evaluate management services effectiveness and recommends changes in organization, policies, procedures and program requirements to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Four (4) years of progressively responsible experience in management services work and graduation from a recognized college or university with a Bachelors' degree in public or business administration, social or behavioral sciences, or related field; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JANUARY 1989

AMENDED: MARCH 1996

PAY GRADE: O

HAY EVALUATION:	KNOW HOW:	EII3	264
	PROBLEM SOLVING:	E3 (33%)	87
	ACCOUNTABILITY:	E1S	<u>100</u>
			451

This standard revises and supercedes the standard established JANUARY 1989.



JUAN K. CALVO
Executive Director, Acting
Civil Service Commission