



PERMITTING COUNCIL

Transparency • Efficiency • Accountability

Federal Permitting Improvement Steering Council (Permitting Council)

Executive Assistant

Vacancy Announcement -FPISC-2022-0303-US

Open & closing dates – 03-04-2022 to 03-08-2022

Pay scale & grade – GS-03001-12

Full Performance – GS-12

Salary - \$89,834 to \$116,788per year (Salary reflects Washington DC locality negotiable after selection and dependent on duty station)

How may Vacancies - 1

Appointment type – Competitive

Work Schedule - Full-time Work

Compressed/Flexible Schedule: Available

Telework: Available

Virtual: Available

Location: Negotiable After Selection - United States

Relocation/Recruitment Incentives: Not Authorized

Financial Disclosure Report: Not Required

Physical Requirements: The work is primarily sedentary, although some slight physical effort may be required.

Who may be considered – Open All US Citizens

Introduction:

Established in 2015 by Title 41 of the Fixing America's Surface Transportation Act (FAST-41), the Federal Permitting Improvement Steering Council (Permitting Council) is a Federal agency comprised of the Permitting Council Executive Director; 13 Federal agency council members (including the designees of the Secretaries of Agriculture, Army, Commerce, Interior, Energy, Transportation, Defense, Homeland Security, and Housing and Urban Development, the Administrator of the Environmental Protection Agency, and the Chairman of the Federal Energy Regulatory Commission, Nuclear Regulatory Commission, and the Advisory Council on Historic Preservation); and additional council members, the Chairman of the Council on Environmental Quality and the Director of the Office of Management and Budget (OMB). The Permitting Council is charged with improving the timeliness, predictability, and transparency of the Federal environmental review and authorization processes for major infrastructure projects.

The primary job duties is to serve as the confidential administrative assistant to the Executive Director. The incumbent also supports the Deputy Executive Director and General Council. The position performs a variety of administrative and technical activities in support of the Executive Director, Deputy Executive Director and General Council (Agency Leadership). The work encompasses developing administrative guidelines which facilitate the effective management of the office. The Executive Administrative Assistant contributes to the mission of the office by providing quality service in a professional, courteous, and efficient manner. The incumbent reports to the Executive Director.



PERMITTING COUNCIL

Transparency • Efficiency • Accountability

Incumbent provides secretarial and administrative duties in support of the work of the Agency Leadership by maintaining a good working knowledge of the organization's programs, policies, and goals. Helps maintain calendars and schedules for the Executive Director and Agency Leadership to ensure good time management and ability to meet established deadlines. Reviews and edit materials prepared by the Executive Director and Agency Leadership for accuracy, proper grammar, and spelling.

Manage office inventory including paper products and equipment. Coordinate staff office supply purchase requests by obtaining appropriate/established approvals. Develop and maintain purchase tracking spreadsheet and reporting tool. Responsible for coordinating access to office space, including scheduling use of conference rooms and office hoteling as needed.

Performs other assignments as assigned.