

## Data Overview

### *Job Posting Title*

Assistant Inspector General, Administrative Services

### *Effective Date*

8/10/2011

### *Reference Code*

E-90117383

### *Additional Information*

\$163,000 - \$185,000

### *Job Title*

Assistant Inspector General, Administrative Services

### *Company*

Amtrak

### *Department*

Office of Inspector General

### *Project*

The Office of Inspector General (OIG) strives to provide Amtrak employees, its customers, the public, and the Congress with the highest quality service and programs through vigilance, timely action, accuracy, and an overall commitment to excellence across the broad range of OIG responsibilities.

### *Tasks*

The Assistant Inspector General (AIG) for Administrative Services is responsible for and advises the Inspector General (IG), Deputy Inspector General (DIG), and other AIGs on key regulatory and policy developments that directly affect the business and administrative operations of the organization. He/she participates in planning, developing, formulating, and administering the policies, procedures, rules and regulations of all business programs that affect the activities of the IG offices.

In addition, he/she:

- oversees the administrative, human capital management, information technology, financial/budget/procurement, contracting, facilities and fleet management, and safety/security functions of the OIG and ensures that they align with strategic objectives/plans
- participates in setting strategic direction and goals with the IG, DIG, and other AIGs
- develops policy, programs, and processes to support strategy
- develops and adheres to performance-based metrics to gauge effectiveness of business functions
- attracts, develops, and retains a highly-skilled and motivated staff
- interacts with all levels of Management and employees, as well as a diverse set of external stakeholders

## ***Qualifications and Evaluation***

### **Qualifications:**

#### **EDUCATION:**

Bachelor's degree in business, government, political science, public administration, or related fields, or an equivalent combination of education and training; an advanced degree is preferred

#### **WORK EXPERIENCE:**

- 1) 10+ years recent and relevant, high-level leadership career experience
- 2) Accountability community (OIG, GAO, etc.) experience
- 3) Extensive knowledge of administration and finance, procurement, fleet management, information technology, and Human Capital Management
- 4) Strong interpersonal/rapport-building competencies
- 5) Proven analytical, problem solving, and project management skills
- 6) Proficiency in MS Office 2010

#### **PREFERRED WORK EXPERIENCE:**

Familiarity with passenger rail operations and/or transportation operations

#### **COMMUNICATION AND INTERPERSONAL SKILLS:**

Superior communication and interpersonal skills

#### **RELOCATION OFFERED:**

Yes

#### **TRAVEL:**

Yes

#### ***Contract Type***

Regular

#### ***Location***

Washington, DC

#### ***City***

Washington, DC