

Liaison, Representation and Customer Service

- serves as the primary point of contact between NIST and staff at the Budget Office in the DoC and our budget examiner at OMB
- works with the Office of Congressional and Legislative Affairs to support the requests for information from professional staff members of the House and Senate authorizing and appropriations committees
- works with the NIST Public and Business Affairs Office to support the requests for information from the general public, including the press and industry/trade associations
- serves as liaison between OUs and NIST management on issues affecting the budgets, programs, and day-to-day operations.
- answers questions and prepares written responses as necessary.
- ensures issues are dealt with in a timely, helpful and accurate manner
- reviews and comments on each CD-464 – Request for Authorization by Primary OU for Official Entertainment or Representation
- reviews and approves the NIST costs to collect from the other bureaus for the NIST/NOAA/NTIA cross services memo
- works with IS organizations in preparing IS initiatives, answering questions, consolidating tables, and collecting the results
- reviews, analyzes, and approves various budget and accounting documents (e.g., work in process, deferred income memos, advice of corrections (cost corrections), carryover request, payoff amortization memos, proprietary fees, reorganizations, etc.).
- ensures documents are correct before submission and are consistent with NIST policy
- processes day to day activities for NIST customers, e.g., budget operating plans, questions, guidance, and Commerce Business Systems (CBS) support
- assists in the solution of budget and financial problems
- supports the OUs in achieving their mission by assisting them with various budget issues consistent with NIST policy
- prepares ad-hoc reports on program issues affecting OUs as necessary and analyzes any potential impact
- prepares multiple spreadsheets, PowerPoint presentations, and Word documents in support of NIST management (NIST Director, Deputy Director, CFO and Chief of Staff)