

Position Description for Procurement Supervisor

BASIC FUNTION OF POSITION

In an office of 6 LES employees, the incumbent is responsible for the administration, direction, and supervision of the total procurement operation for AIT. Duties include establishment of procedures, priorities, schedules, surveillance, and coordination of all procurement actions. Position is also responsible for contracting activities, assisting Contracting Officer to complete entire contracting procedure and maintain documentation as well.

MAJOE DUTIES AND RESPONSIBILITIES

% OF TIME

A.

70%

- (1) Responsible for the direction and supervision of the entire procurement operation utilizing a staff of four procurement/purchasing agents and one clerk. Receives and reviews all procurement requests for completeness and identification of services/commodities required and established requirements, determines priorities, develops work schedules, and assigns work to subordinates based upon available manpower and resources. Ensures the least disruption to operations and the most effective and efficient means of accomplishment. Ensures the accurate completion of all procurement requests to include the proper documentation of materials and cost expenditures. As the chief of the Procurement Unit, the incumbent is also responsible for the following:
 - (2) Determines whether specific procurement procedures/action/documents to be taken/prepared as approved by the S/GSO or Contracting Officer.
 - (3) Reviews market/vendor database regularly and provides guidance to subordinates for maintaining and gathering various information from available resources.
 - (4) Carries on a close continuing relationship with vendors, suppliers, and contractors to remain current and keep abreast of market conditions, pricing, and availability as well as resolving procurement problems. Maintains familiarity with local market conditions and independently negotiates with officials at high levels of companies to obtain best pricing, discounts, and rapid service. Also keeps abreast of U.S. Procurement through G.S.A.

contracts and literature from a host of other vendors in the U.S. and other parts of the world.

- (5) Reviews, revises and/or concurs with purchase orders, bids, analyses of bids, price quotations, and other procurement correspondence/documentation prior to submission to the S/GSO.
- (6) Reviews funding documents and purchase orders with identification of appropriate funding sources prior to submission to Financial Management Office directly for certification on a daily basis.
- (7) Reviews incoming and outgoing cables pertaining to procurement related policies, regulations, guidelines to meet State Department standard and provides clarifications and instructions to subordinates.
- (8) Recommends expenditures to the S/GSO for specific projects/purchases with annual budget forecasts in mind.
- (9) Prepares budget plan on yearly basis and monitors the budget implementation from time to time and provide comments/analysis to S/GSO when requested.
- (10) Evaluates performance of subordinates on a yearly basis as a rating official and prepares EPRs through S/GSO prior to submission to HR.

B.

20%

- (1) Plans required contracting activities one year ahead and assists the Contracting Officer to conduct necessary contracting activities.
- (2) Drafts contract/modification/termination and other contract related documents, these actions include applying interpreting and advising local laws/practice when obtaining specific contract documents/certificates, such as; performance bonds, payment bonds and insurance.
- (3) Finalizes contract language with Contracting Officer, prepares other contract related documents, identifies whether fiscal data is available and obtains necessary signatures prior to submission to AIT-Washington, A/LM/AQM and EAP/EX for approval.
- (4) Coordinates between the Regional Security Office and contractors to comply with the State Department standard policy and guidelines for security clearance.
- (5) Screens/reviews and analyzes bids and quotations, negotiates contracts and coordinates among requesting offices, the financial office, vendors, the shipping office, RSO and other Government agencies.
- (6) Supervises and inspects work-in-progress and work completed by contractors, ensuring all specifications and contractual requirements are fulfilled. Analyzes and resolves any of a wide variety of problems encountered through coordination

with contractors/supplier/requesting office/shipping office/receiving office and payment office. Provides guidance and advises contract personnel regarding any changes/corrections to be accomplished on specific projects. Prepares reports to the Purchasing/Contracting Officer, when required, regarding contractor/vendor/supplier capability and/or performance.

C. 10%

- (1) Monitors all outstanding purchase orders and requisitions to ensure fulfillment or cancellation without loss of funds.
- (2) Maintains required administrative files and records pertaining procurement.
- (3) Provide guidelines, explains and interprets requirements as well as planning required training to subordinates, schedules/approves leave ensuring the maximum availability of personnel at all times, and submits various procurement related reports to the Supervisor, General Services Office, as required.

QUALIFICATIONS REQUIRED

Education: Bachelor's degree in Administration Management, Business or Law is required.

Prior Work Experience: Five to seven years of progressively responsible experience in the procurement field or a closely related administrative field is required.

Experience should include purchasing, estimating, planning, cost/budgetary preparation, and supervision/management. At least 1 year of supervisory experience is required.

Post Entry Training: Commercial items and Contract Administration

Language Proficiency: Level IV (Fluent) of oral and written English and Level IV (Fluent) Mandarin Chinese is required.

Job Knowledge: Possess considerable knowledge of the local market practices and the capability/reliability of local suppliers as well as local pricing customs and practices. Must be able to obtain a detailed knowledge of procurement regulations, instruction, policies and procedures as well as considerable knowledge of US Federal Specifications and Standards.

Skills and Abilities:

- (1) Possess skill and ability to perform and direct all procurement transactions to include identification of proper sources, analyzing requirements, evaluating estimates and ensuring the most cost effective, advantageous methods of procurement are utilized.
- (2) Possess the ability to prepare and/or interpret procurement requests for a large number of diverse items and set priorities.
- (3) Possess the ability to perform evaluation of contractor performance of both work-in-progress and work completed as well as the suitability and quality of items procured.
- (4) Possess skill and ability to direct and supervise four procurement clerks/specialists as well as manage, coordinate, and control a variety of diverse procurement actions, suppliers, and/or contractors at all grade levels and skills simultaneously.
- (5) Possess the ability to use tact and sound judgment when dealing with customers and public as well as carrying on a good working relationship with outside contacts.
- (6) Possess the initiative, resourcefulness, and decisiveness to work and act independently.
- (7) Possess Level I (Less than 40 WPM) typing skill and the ability to use all types of office machines to include computer operations.

POSITION ELEMENTS

Supervision Received: Under direct supervision of General Services Officer or Assistant General Services Officer

Supervision Exercised: Supervises four Procurement Agent (PSA-249, AIT-081, AIT-274, PSA-250) and Procurement Clerk (PSA-270).

Available Guidelines: Federal Acquisition Regulations, GSA , Overseas Procurement and Contracting Handbook, GAS Handbook, National Supply System, 6 FAM, FAH, DOSAR, Manufacturer's Brochures/Manuals, and local policies and procedures.

Exercise of Judgment: Must be able to interact with people at all levels of the Institute and with outside contacts. As a recognized expert, considerable reliance is placed upon the incumbent to independently plan, schedule, and accomplish all procurement requirements. Within the basic content of general guidelines, policies,

and procedures employee uses personal judgment and expertise to independently make responsible and timely decisions related to the method and accomplishment of all procurement transactions. Employee is free to deviate from planned operation/schedules/requirements to provide the most effective method of accomplishment. Incumbent is responsible for the evaluation of the personnel under his/her supervision and as such is required to exercise judgment in making recommendations pertaining to hiring, promotion, pay raises, and/or disciplinary action, when required, to the Supervisor, General Services Office.

Authority to Make Commitments: Key element of the job. The incumbent acts independently and can make commitments for a wide range of purchased based on his/her experience and the knowledge that funds are available. While actual purchase orders are signed by the Chief of General Services Office, the incumbent directly handles much of the preliminary negotiations and will indicate the Institute's intention to procure when a satisfactory price has been obtained.

Nature, Level, and Purpose of Contacts: Carries on an active contact with vendors, suppliers, and contractors normally at the marketing manager/supervisory level. These relationships are extremely important to ensure all procurement transactions are accomplished in accordance within existing policies and procedures as well as ensuring the most cost effective, advantageous procurement of assets for the AIT.

Time Expected to Reach Full Performance Level: One year.