



INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post <p style="text-align: center;">ABIDJAN</p>	2. Agency <p style="text-align: center;">STATE</p>	3a. Position Number
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.
 Yes No

4. Reason For Submission

a. Redescription of duties: This position replaces
 (Position Number) _____, (Title) Warehouse Supervisor (Series) _____ (Grade) 6

b. New Position _____

c. Other (explain) Filling a vacant position

5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Warehouse Supervisor, FSN-805	FSN -6		
b. Other				
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee <p style="text-align: center;">Vacant</p>
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8. Office/Section <p style="text-align: center;">American Embassy, Abidjan, Côte d'Ivoire</p>	a. First Subdivision <p style="text-align: center;">Administrative</p>
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b. Second Subdivision <p style="text-align: center;">General Services Office (GSO)</p>	c. Third Subdivision <p style="text-align: center;">Warehouse</p>
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9. This is a complete and accurate description of the duties and responsibilities of my position. <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Employee Date (mm-dd-yyyy)	10. This is a complete and accurate description of the duties and responsibilities of this position. <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Supervisor Date (mm-dd-yyyy)
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Section Chief or Agency Head Date (mm-dd-yyyy)	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <hr style="width: 80%; margin-left: 0;"/> Typed Name and Signature of Admin or Human Resources Date (mm-dd-yyyy)
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13. Basic Function Of Position
 Responsible for day-to-day operations of the Warehouse and non-expendable property, which is comprised of six warehouse storage areas covering 61,474 square feet and consisting of over 25,000 items. This includes property for twelve agencies valued at over thirteen million dollars. Supervisory responsibility for 12 LE Staff employees. Operates all types of trucks for GSO Warehouse and supervises work crews for pick-up and delivery of furniture, equipment, materials and supplies.

14. Major Duties and Responsibilities 100 % of Time

Incumbent responsibility includes Department of State accountability and customer-oriented services to up to 51 Mission residences and offices, in the areas of distribution of furniture, UAB, Party Supplies, Scrap sales, Disposal sales, Support Flights and special mission events. In managing these areas of responsibility, the incumbent provides direct supervision for 12 LES and indirect supervision to a varying number of PSAs as they are needed, ranging from 2-16 workers. The incumbent provides leadership during the summer pack-out and move-in season and oversees the coordination with the Ambassador's residence, the front office and the community for special events. In his capacity as supervisor, the incumbent is responsible for the continuing efficient use of manpower, equipment, materials. He insures technical training, guidance of employees. He is involved in the selection of employees, in the evaluation of their work, in promotion and disciplinary actions as well as approval of leaves.

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(See Addendum 1)

15. Qualifications Required For Effective Performance

a. Education

Minimum of Baccalaureate. A higher vocational school would be appreciated.

b. Prior Work Experience

Minimum of two years of supply related experience in the Embassy or in another large organization is required. Must have a minimum of one-year of supervisory experience.

c. Post Entry Training

None

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (*II, III*) and specialization (*sp/read*).
Level III (Good Working Knowledge) Writing/Speaking/Reading in both French and English is required.

e. Job Knowledge

Must have good working knowledge of industry standards related to supply instructions and procedures that apply to warehousing.

Must be familiar with the basics of the NEPA inventory system or other electronic industry standard inventory system.

f. Skills and Abilities

Must be able to perform moderately heavy work, including heavy lifting. Must be able to operate the material handling equipment, i.e. forklifts, trucks, vans, etc. Must be in possession of local driver's licence appropriate to the types of vehicle operated in the mission.

16. Position Element

a. Supervision Received

The position is directly supervised by the General Services Supervisor in charge of Property Management.

b. Supervision Exercised

Supervises a staff of 10 warehousemen, including two truck drivers/team leaders and up to 12 PSAs when required.

c. Available Guidelines

Technical assistance from the General Services Supervisor as well as the Accountable Property Officer or Supervisory GSO. DoS and associated agencies's written policies and instructions.

d. Exercise of Judgment

Must be able to make the best use of available space in storage of supply items. Must be able to improve when and where necessary.

e. Authority to Make Commitments

Makes appointments for deliveries, pick-ups and Non-Expendable property selections at warehouse. Advises Supervisor on regulations.

f. Nature, Level, and Purpose of Contacts

Daily contact with American personnel and local mission employees.

g. Time Expected to Reach Full Performance Level

6 months.

Addendum 1

1. Oversees management of all non-expendable property in an organized, clean, protected environment.
2. Selects and issues the appropriate items requested.
3. Ensures movement documents contain all necessary information (location, serial, NEPA numbers, etc.) and approvals.
4. Checks condition of items being issued or returned and arranges for repair or placement in proper storage areas as appropriate.
5. Ensures that each agency's property is kept separately and maintained in an organized and controlled area.
6. Maintains an awareness of current stock levels in warehouse and notifies his supervisor when stock levels are low for specific items and advises on re-ordering.
7. Serves as point of contact and "customer service representative" for Americans and Mission LES who request non-expendable property.
8. Handles customer requests, complaints and special orders.
9. Ensures that warehouse staff provides customer service, i.e uncrating, sorting, assembling, reporting incidents or discrepancies; in delivery of welcome kits, UABs, party supplies and other required pick-up and delivery services.
10. Coordinates activities for special functions with warehouse and other appropriate groups or agencies to ensure that activities are well orchestrated.
11. Motivates employees to become cognizant of safety procedures.
12. Controls entry and exit into and out of warehouse for all items.
13. Ensures that the scrap sales are conducted according to established procedures and that proceeds are deposited within 48 hours of the termination of sale.
14. Monitors radio channel to provide a better quality of service and keep in communication with team leaders to inform of new developments or respond to emergency situations.
15. Replaces team leaders in the field and/or performs manual labor, as necessary.
16. Performs other tasks as assigned.