

13. BASIC FUNCTION OF POSITION

The incumbent, under the supervision of the Property Unit Supervisor, is responsible for managing all expendable property and property records for Consulate General Guayaquil. This includes managing expendables within the ILMS database (and other databases when necessary) and coordinating with the Receiving Clerk regarding new items. The incumbent is responsible for the inventory of all expendable items at the warehouse, storerooms, and Consulate building.

14. MAJOR DUTIES AND RESPONSIBILITIES **% OF TIME**

EXPENDABLE SUPPLY OPERATIONS **50%**

1. Incumbent operates, and is in charge of, all stockrooms, at the warehouse or Consulate building, for the storage and issuance of all expendable supplies, such as office, cleaning, maintenance, and other supplies. Issues items on the basis of an approved requisition or other document, picking the item from the storage area, adjusting storage area quantity tag appropriately, assembling items by requisition or other document, moves to checkout area, and annotates requisition to indicate items issued. S/he delivers item to requestor adhering to ICASS standards of timeliness and customer service. Incumbent maintains a continuing inventory by locating and counting stock on hand and comparing totals with storage area tags. S/he is responsible for entering all expendable property into the ILMS application and tracking their usage. S/he maintains the supply rooms in an organized and clean manner. Incumbent coordinates with the Receiving Clerk to insure property is handled per FAM guidelines. Incumbent must maintain accurate records, coordinating the record new property and the movement of existing property items. Assists in identifying excess property and property ready for sale and then coordinates with the transfer items to the Disposal location.

FACILITIES SUPPLY OPERATIONS **30%**

2. Manages the Facilities Supply Inventory, which includes all items that are expendable, durable, or non-expendable but are counted as Facilities Assets. This includes tools as well all items that are needed for operation at the Consulate Compound. Tracks usage of items and recommends for Prepares tool inventories and does random checks to ensure that all tools loaned to Facilities Maintenance positions are accounted for and in good working order. Works with the Facility Supervisor and Facilities Manager to recommend new items to purchase or replace. Maintains an accurate inventory of all Facilities items, even those that are not entered in the ILMS database.

LOANABLE PROPERTY MANAGEMENT **10%**

3. Maintains inventory and tracks all transfers for property loaned out of the Consulate to employees (chairs, tables, tents, coolers). Ensures that all databases are up to date with loaned property information. Coordinates with Property Unit Supervisor if items are too large to be moved alone. Follows up on items loaned over 60 days for reclamation.

EXPENDABLE SUPPLY WORKLOAD MANAGEMENT **5%**

5. Prepares the monthly Expendable Property ICASS Workload Count for the FMO

OTHER DUTIES

5%

6. Incumbent serves as back-up to the other Property Database Clerk of the Section. Responsibilities include moving boxes/items up to 70 pounds. Performs other duties as required.

15. REQUIRED QUALIFICATIONS

- a. **Education:** Completion of Secondary Education is required.
- b. **Prior Work Experience:** Two years warehouse, inventory, or supply or related experience is required.
- c. **Post Entry Training:** ILMS applications, Department of State supply, property and custody records.
- d. **Language Proficiency:** Level III (good working knowledge) written/spoken English and Spanish are required.
- e. **Knowledge:** Incumbent should learn locations of various types of supply items, and to be able to recognize them by sight and from oral descriptions. Must be familiar with databases (modification and creation of reports) and inventory or warehousing procedures.
- f. **Skills and abilities:** Must have excellent computer skills (Microsoft Word, and Excel) and possess data entry skills necessary to manage property databases. Must be able to direct unskilled laborers and, if necessary, perform the work personally. Must have a valid driver's license with a good driving record. Must know how to operate a forklift.

16. POSITION ELEMENTS

- a. **Supervision Received:** Supervised by the Property Unit Supervisor
- b. **Available Guidelines:** Department of State instructions, Mission Policies.
- c. **Exercise of Judgment:** Must insure maximum use of resources.
- d. **Authority to Make Commitments:** None.
- e. **Nature, Level, and Purpose of Contacts:** Must maintain cordial relations with post personnel. No outside contacts.
- f. **Supervision Exercised:** None. May occasionally supervise work crews at store rooms or other supply rooms.
- g. **Time required to Perform Full Range of Duties after entry into the Position:** Three months.