INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST	2. AGENCY	3a. POSITION NO.
Mexico City	State	A52-213

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. **Reclassification of duties**: This position replaces Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain) Update of PD

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/MEXICO CITY	**Contracting Agent FSN-810-8**	**FSN-8**	GM	1-9-2014
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Contracting Agent	**7. NAME OF EMPLOYEE**
8. OFFICE/SECTION US Embassy Mexico City	a. First Subdivision Management Section
b. Second Subdivision General Services Section	c. Third Subdivision Procurement Section
9. This is a complete and accurate description of the duties and responsibilities of my position. Typed Name and Signature of Employee — Date(mm-dd-yy)	**10. This is a complete and accurate description of the duties and responsibilities of this position.** Typed Name and Signature of Local Supervisor — Date(mm-dd-yy)
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. Typed Name and Signature of American Supervisor — Date(mm-dd-yy)	**12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.** Typed Name and Signature of Human Resources Officer — Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION:

Incumbent works under the direction of the Contracting Officer and the Contracting Specialist in the General Services Office. He/she assists the Contracting Specialist with all contracts above the Simplified Acquisitions Threshold $150,000 USD and is responsible for aiding in the purchasing of equipment, items, services, etc. He/she is responsible for assisting in the process of awarding and administering contracts. Drafts contract modifications, provides guidance on the resolution of situations according to the contract's terms, and negotiates for the USG's best interests. Must be updated on and comply with the FAR, DOSAR, FAM, and GAO's principles of Federal Appropriations Law, which contain complex contracting procedures; should constantly update his/her knowledge of these principles through Procurement Information Bulletins, the latest version of A/OPE's Overseas Cookbook, and other procurement guidelines.

14. MAJOR DUTIES AND RESPONSIBILITIES

Contracting Specialist Assistant: 85% of the time

1) Receive DS-1970's or a PR and review for completeness, to include statement of work, Government cost estimate, funding data, necessary approvals, drawings, recommended source list;
2) Assist in the preparation of Solicitations;
3) Develop mailing lists;
4) Assist in the preparation of the necessary documentation for the Solicitation process;
5) Assist with Site Visits and Pre-Proposal Conferences;
6) Review Offers received for compliance with instructions contained in the Solicitation;
7) Assist in the preparation of formal contract modifications;
8) Develop Independent Government Cost Estimates; and
9) Prepare Market Surveys.
10) The job holder shall administer contracts in order to assure the Contracting Officer's Representatives and the Contractors are in compliance with the Contract's terms and conditions by holding meetings with the parties involved. Must be able to identify potential problems to bring to the Contracting Specialist in order to proceed accordingly. Shall maintain spreadsheets to monitor Contract funding, IDIQ bulk funding and audit the bulk funding records of the CORs.

Customers Service 10%

He/she should meet with customers for upcoming contracts, and to answer any questions about the process. Incumbent provides regulations and procedures on contracts. When absent due to annual leave or TDY, he/she is responsible to prepare a list of current contracts in process and pending items for his/her back up. Incumbent is responsible for maintaining a good working relationship with the Financial Management Center. The incumbent should work to promote a partnership between the two offices through regular contact and by gaining a basic understanding of the internal processes of FMC. Incumbent also maintains regular contact with the GSO/Property section, ensuring that the goods are received from the vendor in a timely fashion, in the correct quantity, and in good condition.

Other Duties 5%

Assist in VIP Visits, identifying and negotiating with vendors and/or working with government officials in logistics. Incumbent will occasionally assist with contracts and procurement actions at the discretion of the A/GSO.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

a. Education:
2 years of university studies in a business-related field.

b. Prior Work Experience:
3 years office management, legal, business, or acquisitions related work.

c. Post Entry Training:
On the job training ILMS ARIBA Training, Procurement Training, FSI distance coursework: PA 229 Simplified Acquisitions Procedures, PA 247 FSN Commercial Acquisitions, PA 252 Contract Administration Workshop and PA 296 How to be a Contracting Officer's Representative.

d. Post Language Proficiency:
Level 4 (fluent) English required. Level 4 (fluent) Spanish required.

e. Job Knowledge:
Knowledge in State and Other Agency's regulations and procedures, to include a strong knowledge of the Federal Acquisition Regulations (FAR), Department of State Acquisition Regulations (DOSAR), and an understanding of the Foreign Affairs Manual (FAM). Needs to understand DoS organizational structure, and a basic understanding of the organizational structures of other agencies, especially related to funding. Must have knowledge of US and local markets.

f. Skills and Abilities:
Analytical skills and ability to keep up with changing market environment. Level II (40 wpm) typing skill, ability to use P.C. and job-related computer programs: Microsoft Word, Excel, and Outlook and the internet. Tact in dealing with contacts, vendors, contractors, U. S. Government officers, and Locally Employed Staff.

16. **POSITION ELEMENTS:**

a. Supervision Received:
Operates under the direct supervision of the Contracting Specialist.

b. Supervision Exercised:
None.

c. Available Guidelines:
Federal Acquisitions Regulations (FAR), Department of State Acquisitions Regulations (DOSAR), Foreign Affairs Manual (FAM), Overseas Contracting "Cookbook", Procurement Information Bulletins (PIBS), Federal Schedules, GSA Catalogs and other Agency Regulations Guidance from the supervisor and applicable Department regulations. Technical manuals of the appliances and furniture.

d. Exercise of Judgment:
Incumbent will occasionally assist with contracts and procurement actions at the discretion of the A/GSO. The incumbent will serve as the backup to the Contracting Assistant, and will act as the Contracting Assistant when the Contracting Assistant is not present.

e. Authority to Make Commitments:
None.

f. Nature, Level, and Purpose of Contacts:
Maintains contact with Department of Stare offices and other Agencies in regards to contracting/purchasing. Constantly communicates with contractors/procurement requestors to produce a high quality request that ensures a contract/purchase that is tin the best interest of the USG.

g. Time Expected to Reach Full Performance Level:
One year.