

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

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

1. POST Mexico City	2. AGENCY Department of State	3a. POSITION NO. A52-116
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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. Reclassification of duties: This position replaces  
 Position No. A52-116 , Procurement Agent (Title) 0810 (Series) 7 (Grade)

b. New Position

c. Other (explain) \_\_\_\_\_

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO/Mexico City	Procurement Agent FSN-0810	8		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management Office	a. First Subdivision General Services Office
b. Second Subdivision Procurement	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.
_____ Typed Name and Signature of Employee      Date(mm-dd-yy)	_____ 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	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 American Supervisor      Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer      Date(mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

Incumbent works under the direction of the A/GSO Contracting Officer and the LES Procurement Supervisor in the General Services Office. He/she shares responsibilities for procurement actions under USD\$150,000 using the mechanisms described in the Simplified Acquisitions Method but will occasionally be required to purchase commercial items and write contracts for goods or services valued between USD\$150,000 and USD\$300,000. He/she executes procurements through the ARIBA module of the Integrated Logistics Management System (ILMS), utilizing various procurement tools, including but not limited to Purchase Orders, Delivery Orders, Government Purchase Card, and Blanket Purchase Agreements.

He/she makes procurements for the Department of State (ICASS and Program) at the Embassy in Mexico City, and 45 other USG agencies. Additionally, he/she will assist with making procurements for nine consulates and thirteen Consular Agencies. The incumbent performs market research to remain current on sources of goods and services. Incumbent serves as a primary point of contact for several offices/agencies for general issues of concern and as a process manager that follows procurements for those offices from customer order to receipt and vendor payment. Incumbent may assist in regulatory reporting required for acquisitions.

#### 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

##### Purchasing Agent – 60%

Using the Simplified Acquisition Method, incumbent processes procurement requests for the acquisition of a wide variety for goods and services including but not limited to: telephone communications services, telephone devices, office supplies, information technology equipment and programs, security devices and equipment, fax and copy machines, maintenance equipment and corresponding tools, office and household furniture, household appliances, air conditioners, translator services, and photo services. Incumbent is also responsible for correctly classifying and maintaining procurement files as required by USG federal regulations.

For each request, the incumbent performs the following functions:

1. Reviews requests for accuracy and technical specifications, ensuring the requesting office provides enough information to make a successful purchase. When information is insufficient, notifies the requesting office and advises. If necessary, discusses special requirements with requesting offices.
2. Ensures that the competition process is properly carried out when applicable. Prepares letters for the Contracting Officer's signature for the request for quotations process when necessary.
3. Determines the type of procurement action to be taken for each purchase request and ensures the necessary supporting documentation is in the purchase files.
4. Researches possible vendor sources, requests bids/quotations by telephone, email, or in writing from local and U.S. vendors. Follows the "Table of Routine Standard Time" sending out at least the minimum number of requests for quotations. Additionally incumbent reviews the Federal Supply Schedules (FSS) to utilize preferred USG sources when feasible.
5. Determines when to use FedBid reverse auction site to request bids from US vendors when the purchase is over \$3,000.
6. Reviews bids/quotations and prepares all corresponding documentation, recommending the most suitable offer after considering all the requirements including, but not limited to price, vendor capabilities, quality of service, and vendor responsibility. Completes a "Price Comparison Table".
7. Prepares procurement documents for LES Supervisor's review and Contracting Officer's signature including, but not limited to:
  - a. Purchase Orders
  - b. Delivery Orders from existing GSA contracts and other preferred sources
  - c. Blanket Purchase Agreements
  - d. Purchase Card Purchases
8. Provides vendors with copies of the final procurement document, signed by the Contracting Officer, and serves as a liaison between the Procurement Office and the vendor.
9. When applicable, prepares the request for a free entry permit (FEP) after completion of the procurement document.
10. Ensures there is a document (usually a receiving report from the warehouse or from the customer for services) that demonstrates the service has been completed or the merchandise has been received.
11. Provide instruction to customers on how to receive a service within ILMS.
12. Do database input in the S/FPDS-NG report for each purchase over \$3,000 within three days of the creation of the purchase order.
13. Closes out the procurement files after all documentation has been completed, the services rendered, and payment received.
14. Incumbent performs regular market surveys for both the local market and the U.S. market in a wide variety of fields. The incumbent should maintain information sources pertaining to different market areas in which he/she regularly makes procurements. He/she is expected to maintain good working relationships with vendor contacts to enable the Mission to operate smoothly when working under urgent and difficult circumstances, such as high-level visits and the end of fiscal year.

##### Purchase Card Management – 15%

Upon the approval of the Contracting Officer and the LES Procurement Supervisor, the incumbent executes purchases using the Government purchase card. He/she is required to keep a hard copy file for each order and when required correctly enter the information into the ARIBA module of ILMS. The incumbent is then responsible for tracking the order from initiation to completion. Responsible for appropriate use of bulk funding on purchase card.

Incumbent ensures the use of the official credit card to the maximum extent possible, keeping very close control and an accurate log of expenses. Receives and balances monthly bank statement. Reconciles the actual invoices from purchases made to the amount charged on bank statement. He/she is responsible for managing the dispute process should the need arise, and is ultimately responsible to ensure that charges made to the Purchase Card are accurate.

#### Customer Service and Outreach – 10%

Incumbent is responsible for a "portfolio" of offices/agencies which is designated by the Contracting Officer with concurrence of the LES Supervisor. Incumbent serves as the primary point of contact for the offices/agencies within the portfolio and makes him/her available to the corresponding office/agency when assistance is needed. He/she should meet with each office once a quarter to discuss future expenditures, upcoming procurement projects, and to answer any questions about the procurement process. Incumbent provides onsite support regarding the ARIBA module of the ILMS when it is deemed necessary. When absent due to annual leave or TDY, he/she is responsible to prepare a list of current procurement actions 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 venter in a timely fashion, in the correct quantity, and in good condition.

#### Special Projects – 15%

- Assist in VIP Visits, identifying and negotiating with vendors and/or working with government officials in logistics. Incumbent is responsible for updating and maintaining the U.S. and Local commercial directories which are located in GSO/Procurement Intranet site. He/she is responsible for reviewing and updating all information currently in the database every fiscal quarter. Additionally, he/she is responsible for gathering market survey information from all other Procurement Agents for addition (or deletion) from the directories.

#### 15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

##### a. Education

Two years of University studies in Business, Accounting, Trade, Liberal Arts, or similar.

##### b. Prior Work Experience

Three years experience in acquisitions or a related field.

##### c. Post Entry Training

Department of State Simplified Acquisitions course. Passing score on Purchase Card Holder exam and on-the-job training focusing on the duties and responsibilities of the Procurement Agent position.

##### d. Language Proficiency: List both English and host country language(s) by level and specialization.

Spanish Level IV (spoken/written)

English Level IV (spoken/written)

##### e. Job Knowledge

Strong knowledge of the Federal Acquisitions Regulations (FAR) and DOS Acquisitions Regulations (DOSAR) and an understanding of the Foreign Affairs Manual. Knowledge of government Purchase Card procedures and regulations. Understanding of the DOS organizational structure and a basic understanding of the organizational structure of other federal agencies, especially with regards to funding.

##### f. Skills and Abilities

Level II (40 wpm) typing skills, ability to use a PC and job-related computer programs such as MS Office, ILMS and the internet for research. Keen business judgment, experience with market surveys to identify new sources of goods and services. Tact in dealing with contacts: American and local vendors, contractors, US Government officials and LES.

## 16. POSITION ELEMENTS

- a. Supervision Received  
Operates under the Contracting Officer as a reviewer and the general supervision of the LES Procurement Supervisor as rater (LES10 N52-102). Incumbent must exercise excellent initiative and judgment in independently performing all steps leading to awarding and then managing each Purchase Order.
- b. Supervision Exercised  
None
- c. Available Guidelines  
Federal Acquisitions Regulations, Department of State Acquisitions Regulations, Foreign Affairs Manual, Federal Schedules, GSA catalogs, commercial market catalogs, and A/OPE's "Overseas Cookbook".
- d. Exercise of Judgment  
Must judge the relative importance of individual procurement actions in order to prioritize work. Must decide which procurement mechanism should be used for each purchase. Required to evaluate the price, performance and delivery capabilities of American and local vendors for recommendations to the Contracting Officer.
- e. Authority to Make Commitments  
Execute bulk funded purchases on Blanket Purchase Agreements and Purchase Cards, up to \$3,000 for each purchase. Approximate total commitment per year of \$20,000.00 USD.
- f. Nature, Level, and Purpose of Contacts  
Maintains contact with DOS offices and other federal agencies in regards to purchasing. Constantly communicates with procurement requestors to produce high-quality procurement documents that ensure purchases that are in the best interest of the USG. Partners with FMC to process vendor payments. U.S. and local vendor contacts are very important to acquire various sources of diverse market products.
- g. Time Expected to Reach Full Performance Level  
One year