

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, MEXICO	2. AGENCY DOS / NAS	3a. POSITION NO. ANA-U55
--	--------------------------------------	---

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:

- 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	PROPERTY SUPERVISOR 805-8	FSN-8		
b. Other	OPM Logistics Management Series GS-0346: Logistics Management Series			
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) NAS Property Manager	7. NAME OF EMPLOYEE
8. OFFICE/SECTION Narcotics Affairs Section – NAS	Management
b. Second Subdivision Logistics Management	c. Third Subdivision Property Management

<p>9. This is a complete and accurate description of the duties and responsibilities of my position.</p> <p style="text-align: right;">Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>10. This is a complete and accurate description of the duties and responsibilities of this position.</p> <p style="text-align: right;">Typed Name and Signature of Legal Supervisor Date(mm-dd-yy)</p>
---	--

<p>11. This is a complete and accurate description of the duties and responsibilities of this position.</p> 	<p>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.</p>
--	---

13. BASIC FUNCTION OF POSITION

Responsible for property management and supervision of LES and monitoring tasks of contracted personnel. Duties include the management of property (personal, real, and aviation), supplies, and warehouses, coordinating maintenance of property, monitoring donations of supplies and equipment, and updating the property management databases in the Department of State Integrated Logistics Management System (ILMS). Properties include government owned and property donated to the host government. Supervises the work of one LES property management clerk and two contracted employees who are responsible for End Use Monitoring (EUM) activities.

14. MAJOR DUTIES AND RESPONSIBILITIES

14. MAJOR DUTIES AND RESPONSIBILITIES

Logistics Management.

A. **Supply, Equipment, Personal and Real Property Management 40%:**

Duties include supervising and coordinating the receiving, storing, issuing, requisitioning, ordering, and record keeping/inventorying expendable and non-expendable materials, equipment, real, aviation, and personal property at locations throughout Mexico. Supplies include gasoline, diesel, water, vehicle and equipment repair parts, hardware store items, office supplies, masonry material, and other expendable and non-expendable materials to support the Responsible for ensuring approximately \$800 million dollars' worth of (government owned and donated) supplies, equipment, and real (leased) property are recorded in the NAS ILMS property book and that all equipment (including over 15 vehicles) are properly used and maintained Merida Initiative and other NAS activities throughout Mexico. Supervises the inventorying and managing of warehoused property and NAS property at 20 different houses with NAS property. Performs all required property management procedures required to comply with DoS personal and real property management regulations. Responsible for over 10,000 government property items (including aircraft and aircraft parts), other donated items, and Government Furnished Equipment (GFE) to contractors throughout Mexico.

B. **Inventorying/End Use Monitoring 35%:**

Conducts periodic site visits and inspections to verify property management compliance. Provides input and supervises the End use Monitoring (EUM) program by reporting findings to the NAU American Advisors. The EUM property includes approximately 8,000 items (supplies and equipment).

C. **Supervising 15%:** Directly supervises the work of one FSN property management clerk work and approximately two to four contracted employees. As government contract tasks monitor, oversees the work of assigned contractors and vendors supporting NAS on a full or part time basis. Monitoring includes ensuring contracted personnel and vendors meet minimum contract requirements (such as data management, transportation, and inventorying).

D. **Warehousing 10%:** Responsible for temporarily storing over 10,000 new items each year as part of the donation process to the Mexican government. The items include supplies, equipment, spare parts, and material required to infrastructure projects. Ensures the NAS warehouse space and property located in government houses is in order by performing periodic inspections and by reviewing warehouse inventory documents.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

At least two years of University Studies

b. Prior Work Experience

Minimum of 2 years of progressively responsible experience in logistics, supply chain management, transportation, or other logistics related fields is required. Must have experience with using database management systems, such as Microsoft Access.

c. Post Entry Training

Contracting Officer Representative course, Property Management Course, Supervisor training from an approved Department of State source Contracting Officer Representative (COR) course; Property Management Course; Supervisor training from an approved Department of State source; and hazardous material handling certification, and expert use of Microsoft Office applications.

d. Knowledge: Excellent knowledge in warehouse management and supply and property management. Basic understanding of Federal Acquisition Regulations International Traffic in Arms Regulation (ITAR), and Department of State Foreign Affairs Manuals (FAM) related with logistics. Good knowledge of the U.S. International Narcotics Law (INL) End Use Monitoring (EUM) requirements.

e. Language Proficiency: Spanish Level IV. Level III English ability (reading and writing).

g. Skills and Abilities:

Must be able to prepare typed reports using a word processing program, such as Microsoft word and must be able to use Microsoft Outlook email. Interpersonal communications abilities and conflict management skills are required to resolve internal and external situations satisfactorily. Must have the abilities and skills to communicate effectively with host nation and U.S. senior officials, with engineers, architects, and other professionals. Additionally, should be able to communicate with laborers and vendors. Driver's license is required.

16. POSITION ELEMENTS

a. Supervision Received

Reports to the NAS Logistics Coordinator

b. Available Guidelines

NAS, American Embassy, and DoS Policies and Procedures. FAM 14, INL NAS Property Management Policies and Procedures, and GSO Property Management Guidelines.

c. Exercise of Judgment

The employee is expected to exercise good judgment in carrying out his/her responsibilities.

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

The employee will maintain good working relations with his coworkers (NAS Advisors, NAS Staff, and with other U.S. and Host Nation personnel).

f. Supervision Exercised

Directly supervises the work of one FSN property management clerk work and approximately two to four contracted employees. As government contract tasks monitor, oversees the work of assigned contactors and vendors supporting NAS on a full or part time basis. Monitoring includes ensuring contracted personnel and vendors meet minimum contract requirements (such as data management, transportation, and inventorying).

g. Time Required to Perform Full Range of Duties after Entry into the Position:

12 months.