

**U.S. Department of State
INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION**

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

1. POST Amembassy Panama	2. AGENCY STATE	3a. POSITION NO. A55201
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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 No. _____, _____ (Title) _____ (Series) _____ (Grade)
- b. New Position
- c. Other (explain) Recruitment Process

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Warehouse Supervisor, 805	FSN-8; FP-6	TV	05/31/12
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Warehouse Supervisor	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. Embassy Panama	a. First Subdivision Management Section
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b. Second Subdivision General Services Office	c. Third Subdivision Property Section
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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.
<p>_____ Typed Name and Signature of Employee Date(mm-dd-yy)</p>	<p>_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)</p>

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.	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>_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)</p>	<p>_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)</p>

13. BASIC FUNCTION OF POSITION

Under direct supervision of the A/GSO or S/GSO oversees all warehouse operations. This includes oversight of both Expendable and Non-Expendable supplies and for all items stored in the warehouse. Is responsible for internal security and accountability controls to safeguard the inventory of items stored at the Warehouse. Also is the responsible liaison with the FSN and FSO staff on all moves and acquiring new property got the many agencies. Supervises 14 positions.

14. MAJOR DUTIES AND RESPONSIBILITIES

60 % OF TIME

A. **Warehouse Inventory Management:** Manages non-expendable property operations in accordance with 14 FAM 220 and American Embassy warehousing policies. Oversees the arrival, inspection, and distribution of expendable and non-expendable supplies. Tracks requests for warehouse stock, filling those that are approved by direct supervisor. Ensures that all movements of property are documented promptly and accurately; provides paperwork as necessary to Property Unit, Procurement or other offices. Assigns daily work schedules of delivery teams. Arranges transport, delivery, and set up of office and residential furniture as directed. (See cont.)

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Two years of college or university studies is required.
- b. Prior Work Experience: Five (5) years of experience working in a warehouse and two (2) years of supervisory experience is required.
- c. Post Entry Training: Incumbent must receive on the job training including warehousing guidelines and Property Management including courses in supervision and property management.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak and read): Level 3 (Good working knowledge) English and Level 3 (Good working knowledge) Spanish required.
- e. Job Knowledge: Good knowledge of inventory controls, warehouse management, logistics and scheduling of multiple operations is required. Good knowledge of warehousing principles as well as proper handling of warehouse supplies, equipment, furniture and furnishings is required. Basic knowledge of safe lifting principles is required. Basic use of word processing Microsoft software required and Excel spreadsheets. Will need to be able to train other staff in the use of these systems and ILMS inventory systems and the E-services systems.
- f. Skills and Abilities: Strong interpersonal skills. High level of coordination skills and the ability to be proactive in planning future operations. Valid Panamanian driver's license (type C) is required. Must be capable to do moderate to heavy physical work. Must be a good team player.

16. POSITION ELEMENTS

- a. Supervision Received: A/GSO or S/GSO direct supervision, stating priorities and deadlines.
- b. Supervision Exercised: Supervises 14 positions. Ensures all subordinates maintain prompt, professional performance.
- c. Available Guidelines: 14 FAM, Property Management Handbook, Post Housing Handbook, cable instructions, supervisor guidance.
- d. Exercise of Judgment: Establishes daily schedules. Bears primary responsibility for physical security of property at the warehouse. Establishes work priorities, assigns tasks, allocates supplies, makes policy or procedural recommendations to supervisor. Communication of policies and regulations to every level within in the mission in a precise and diplomatic manner.
- e. Authority to Make Commitments: Limited. Purchases may be through petty cash requests as approved by A/GSO or S/GSO.
- f. Nature, Level and Purpose of Contacts: Vendor/contractor employees to coordinate pick up and delivery.
- g. Time Expected to Reach Full Performance Level: One year.

14. MAJOR DUTIES & RESPONSIBILITIES (con't)

A. Maintains separation of inventories that belongs to other agencies. Ensures the warehouse remains clean, organized, and orderly in accordance with post and Department standards. Ensures all items have inventory (NEPA) tags as required by regulation and post policy. Maintains newly established stockrooms with separated inventories make ready supplies, tools and equipment for facilities and control supplies for motor pool support. Delivers essential support to VIP visits, setup and breakdown of events in the Embassy, official residences and offsite venues.

B. Tracking Replacement, Refurbishment of Stock 15%

Tracks condition and quantity of items in stock. Identifies items in need or replacement, or when stocks need replenishing. Works with the IMO office on keeping a current inventory of all supplies needed for computers, printers and peripherals. In the case of Expendable Supplies, this is coordinated with Supplies Clerk. Submits for supervisor's approval accurate Procurement Requests to replace stock. Recommends furniture for reupholstering and inspects quality of work performed, whether done in-house or contracted. Organizes warehouse sale of items past their life expectancy. Identifies items for disposal and arranges auction items into lots.

C. Supervision 15%

Prepares evaluations of all supervised employees on schedule. Tracks performance of all employees at the warehouse, ensuring they all perform to the standards required of embassy employees. Oversees operations of Expendable Supplies and the Receiving Clerk. Assures that all warehouse employees perform their duties effectively and promptly. Manages all time and attendance and schedules leaves and other time off to keep the warehouse adequately staff.

Point of Contact

Provides information on warehouse systems, acquisition, shipping and delivery to State offices and the many agencies at Post. Advices the GSO office on regulations and procedures on warehouse operations and informs the community of changes to the normal operations. Assists customer base in the purchase, storage and delivery of equipment. Deals with many different agencies liaisons on residential moves, airport support and movements of items within the compound.

D. Warehouse Access and Safety 10%

Controls access to the warehouse. Enforces policies as formulated by post policy. Reports violations to immediate supervisor and to Security Officer. Is primary employee responsible for maintaining integrity of the warehouse area. Enforces safety policies, and calls supervisor's attention to any shortcomings of the workspace, clothing, or equipment. Is responsible for updating all safety policies and regulations through training, interaction with the OSHA and keeping current on all changes in US Government Safety standards and equipment.