

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. POST <p style="text-align: center;"><b>Ashgabat</b></p>	2. AGENCY <p style="text-align: center;"><b>State</b></p>	3a. POSITION NO. <p style="text-align: center;"><b>A52201</b></p>		
3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. REASON FOR SUBMISSION				
<input type="checkbox"/> a. Redescription of duties: This position replaces Position No. (Title) (Series) (Grade)				
<input type="checkbox"/> b. New Position				
<input checked="" type="checkbox"/> c. Other (explain) to confirm accuracy of the position before advertisement				
5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>HRO</b>	<b>Storekeeper, FSN-805</b>	<b>08</b>	<b>GMVS</b>	<b>12/18/2014</b>
b. Other				
c. Proposed by Initiating Office				
6. POST TITLE POSITION (if different from official title) <b>Warehouse Supervisor</b>		7. NAME OF EMPLOYEE		
8. OFFICE / SECTION <b>Management Section</b>		a. First Subdivision <b>General Services Office</b>		
b. Second Subdivision <b>Warehouse</b>		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-yyyy)		_____ Typed name and signature of Supervisor Date (mm-dd-yyyy)		
_____ 01/13/2016 Typed name and signature of Section Chief or Agency Head Date		_____ 01/13/2016 Typed name and signature of Admin or Human Resources Officer Date		
<b>13. BASIC FUNCTION OF POSITION</b>				
Oversees all aspects of U.S. Embassy Ashgabat warehouse operations, including receipt, storage, issuance, record keeping, inventory and disposal of all expendable and non-expendable materials for the State Department, and all associated agencies at U.S. Embassy in Ashgabat. Directly supervises six warehouse staff in charge of expendable and non-expendable, warehouse, property, and receiving.				
<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b> <span style="float: right;"><b>% OF TIME</b></span>				
<b>Warehouse and Property Management - 60%</b>				
Within the procedures and record keeping requirements defined by the Department of State regulations, the incumbent is responsible for the overall management of warehousing operations, to include coordinating the physical issuance, dispatch of expendable / non-expendable property to offices and residences and return back to warehouse as needed. Organizes and maintains the warehouse and other designated storage areas by determining the need for additional resources. Ensures the efficiency and cleanliness of warehouse buildings and areas; proper organization and appropriate storage of items in the warehouse, protecting items from loss or damage through oversight and management controls; controlling access to authorized persons only, inspecting records, supplies, property and facilities.				
Monitors reorder levels for non-expendable property, including household furniture and appliances, and specialized equipment. Establish maximum/minimum stock level based upon consumption rate of the items.				

Responsible for maintenance of the ILMS Asset Management database. Coordinates and conducts annual physical inventories in all UGS facilities, as well as representational inventories in the Chief of Mission's residence and Deputy Chief of Mission's residence. Drafts post's budget covering all household furniture, appliances and furnishings for all residential properties, forecasts future needs and presents to AGSO, GSO and ICASS Council.

Drives warehouse vehicles, including trucks and forklifts.

**Training and Supervision: -20%**

Responsible for training and providing close supervision of Expendable Supply Clerk and Receiving Clerk in appropriate use of web-based technology systems, including ILMS Ariba, ILMS Asset Management, ILMS Final Receipt, GSO e-Services System, and WebPASS Expendable Supply.

Supervises a staff of six persons assigned to the Warehouse unit.

Ensures implementation of and supervises Warehouse Safety Program for all warehouse personnel.

**Property Disposal and Sales: -15%**

Under the supervision of the AGSO, manages property disposal program, including coordinating periodic auctions of excess property.

**Coordination and Cooperation: -5%**

Works closely with Facilities Management and Real Estate offices for apartment make readys before new tenant arrivals. Works closely with requesting offices to reveal their needs in deliveries or preparations for events, procurement and shipping/customs units to determine whether items best ordered from abroad or purchased locally. May perform other types of clerical work such as posting, sorting, assembling information, etc. The incumbent may be called upon by the AGSO or GSO to perform other tasks such as assisting other General Services Office Staff in fulfilling their duties.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE****a. Education:**

At least two years of full-time post-secondary study at college or university.

**b. Prior Work Experience:**

Minimum three (3) years of experience in administrative management, property supply, warehousing, or logistics management, including one year supervisory experience is required.

**c. Post Entry Training:**

On the job training (OJT) in Post specific methods. ILMS Asset Management and LES Supervisory training will be provided upon availability of funds.

**d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):**

Level III (good working knowledge) of English and Level IV (fluent) Russian, and Level II (limited knowledge) of Turkmen is required.

**e. Job Knowledge:**

Must be familiar with inventory and issuance control concepts. At or before the probationary period, must have a good working familiarity with Department of State Regulations as defined in the Foreign Affairs Manual and good working knowledge of the ILMS Asset Management database. Must become familiar with various accounting principles including acquisition costs, average costs, yearly depreciation and percentage cost of shipping and packing.

**f. Skills and Abilities:**

Must be able to execute assigned tasks with attention to safety, neatness and efficiency. Excellent time management skills are essential to managing and prioritizing multiple work objectives and priorities. Excellent interpersonal skills and good communication skills to work successfully with American diplomats and employees at all levels and outside contractors. Be numerate, meticulous and investigative, and be able to motivate staff, plan work, set achievable goals and delegate responsibility. In addition, Incumbent must have strong supervisory abilities to organize, manage, and supervise the post supply program efficiently. Hands-on experience managing automated databases, writing reports and analysis, creating spreadsheets and good working knowledge of the Word, Excel computer programs are required. Prior experience with bar-coding and electronic scanning systems and databases is highly desirable. Ability to operate warehouse equipment such as forklifts, dollies, etc. is required. Valid Driving License (B&C).

**16. POSITION ELEMENTS****a. Supervision Received:**

From AGSO and GSO

**b. Supervision Exercised:**

Supervises the Expendable Supply Clerk, Receiving Clerk, three Warehousemen and one Warehouseman/Laborer. Oversees cargo off-loading crews and truck drivers as well as occasional casual hire workers.

**c. Available Guidelines:**

Instructions derived from supervisor, AGSO, GSO, Post policy, GSO Standard Operating Procedures and FAM regulations.

**d. Exercise of Judgment:**

Must use tact, diplomacy, persistence and patience in relations with Mission staff while fulfilling the duties of this position. Occasional on-site decisions may need to be made in the best interests of the USG. Judgment needed to best utilize all storage spaces and in issuing limited resources.

**e. Authority to Make Commitments:**

Has the authority to make routine procurement requests of office equipment and supplies, and to have vendors and contractors deliver contracted items to offices and residences. Has authority to arrange sales, set dates and contact buyers of USG property.

**f. Nature, Level and Purpose of Contacts:**

Contacts with all levels of Mission staff, casual hire workers and drivers.

**g. Time Expected to Reach Full Performance Level:**

One year.