

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No. VQ 17	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Control		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		6. OPM Certification No.		13. Competitive Level Code	
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 4-Special Sensitive		14. Agency Use		17. Name of Employee (if vacant, specify)	

18. Classified/Graded by a. Office of Personnel Management b. Department, Agency or Establishment c. Second Level Review d. First Level Review e. Recommended by Supervisor or Hiring Office		Official Title of Position PURCHASING AGENT		Pay Plan NF		Occupational Code 1105		Grade 03		Initials [Handwritten initials]		Date 2/5/04	
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16. Organizational Title of Position (if different from official title) PROCUREMENT CLERK		17. Name of Employee (if vacant, specify)	
19. Department, Agency, or Establishment DEPARTMENT OF THE NAVY		a. Third Subdivision	
a. First Subdivision		d. Fourth Subdivision	
b. Second Subdivision		e. Fifth Subdivision	

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

21. Typed Name and Title of Immediate Supervisor

Signature: _____ Date: _____

22. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature: *Mario Trevino* Date: _____
 Title: VQ Program Manager

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from this personnel office or the U.S. Office of Personnel Management.

21. Typed Name and Title of Official Taking Action

Signature: *E. Lanier Ballenger* Date: 2/5/04
 Title: E. Lanier-Ballenger, Principal Classifier

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

PD NBR:

CLASSIFICATION: PURCHASING AGENT NF-1105-03

ORG TITLE: PROCUREMENT CLERK

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at NAME OF COMMAND. The primary function of the incumbent is to serve as a purchasing agent for Non-appropriated funds (NABF). Incumbent will conduct and initiate appropriated (APF) and nonappropriated fund (NAF) purchases.

MAJOR DUTIES

Serves as purchasing agent for purchasing supplies and equipment, as contracting officer on NAF purchase orders and contracts and as ordering officer on NAF delivery orders against open-end contracts.

Performs a variety of functions in the administration of NAF contracts, including modifying contracts, issuing change orders, negotiating price and delivery adjustments and exercising any other contract options, terminating contracts in default or canceling contracts by mutual agreement with liability to either party.

May research discrepancies involved in reconciliation of vendor invoices to purchase orders or notification from vendor.

Maintains documentation of transactions and prepares reports.

Meets and communicates with vendors to discuss item selections, price, terms of purchases, delivery, return order authorization, etc.

Performs other related duties as assigned.

FACTOR 1. SKILLS AND KNOWLEDGE REQUIRED

The position requires three years of work experience that demonstrates a thorough knowledge of purchasing procedures. Incumbent must have the ability to apply the mechanics of purchasing and common business practices as they relate to pricing, discounts, delivery, etc. Must be able to communicate well orally and in writing and to negotiate with various levels of business representatives in resolving issues.

Must possess basic math and reading skills. Must be able to use a calculator and software programs (spreadsheets, work processing).

A warrant (\$5K, \$25K or Unlimited) is preferred.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor assigns work, approves leave and evaluates performance of the incumbent. Work is evaluated in terms of quality, efficiency and adherence to established standards and procedures. Work is performed independently and is generally repetitive in nature. Guidance and assistance must be requested for unusual problems or unprecedented situations.

FACTOR 3. GUIDELINES

The incumbent carries out assignments in accordance with DOD and Navy regulations and local policies. Judgment and knowledge in interpreting and applying these regulations and policies is necessary. Procedures for non-appropriated funds will be followed.

FACTOR 4. COMPLEXITY

Procurement of items/services requires identification of funding sources and preparation of appropriate forms, determination of best source of supply and follow-up on delivery of items/services.

FACTOR 5. SCOPE AND EFFECT

Incumbent is responsible for a variety of functions. Work involves multiple/changing priorities and confidential information. Incumbent must be able to handle unusual circumstances and provide solutions or alternatives.

FACTOR 6. PERSONAL CONTACTS

Contact include, but are not limited to, installation staff, guests and vendors.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are made to coordinate and/or obtain information relating to price quotes, clarification of requests and guidance whenever necessary.

FACTOR 8. PHYSICAL DEMANDS

This position is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighing in excess of 100 pounds is required. May be required to climb/descend stairs and properly placed stepladders.

FACTOR 9. WORK ENVIRONMENT

Work is primarily performed indoors in areas that normally have adequate heat, light and ventilation. Some walking, driving and lifting/carrying items of light to moderate weight (15 to 40 pounds) may be required.

SPECIAL REQUIREMENTS

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory National Agency Check (NAC) in accordance with CNI policy.

The incumbent is expected to work towards and obtain certification for an unlimited warrant. Must actively participate in the Performance Plus Training Program. This includes successful completion of basic exams within the first 90 days of employment and certification within 1 year if eligibility requirements are met.