

A. Introduction:

Serves as a Purchasing Agent for one or more ARS locations. The incumbent performs a limited range of purchasing functions which includes making sole source open market purchases or competitive open market purchases when specifications are standardized, price and product characteristics are stable, and repeat vendors are used. Work is conducted and completed within the scope of the assigned agency procurement authorization. When work exceeds the procurement authorization, the incumbent prepares and submits purchase orders and service contracts to the Area office for signature. The incumbent may serve as the purchase card coordinator and/or accountable property officer.

B. Major Duties

Makes purchases of a variety of commercial supplies and equipment by placing delivery orders against established contracts or other standardized purchasing methods. Incumbent must have signature authority to sign for all purchases up to the specified dollar threshold.

The incumbent verifies completeness of item descriptions, minimum allowable purchase quantity, estimated cost, and source of supply by referring to schedules, vendor catalogs, and history files, or through contact with vendors. The incumbent helps customers define the product characteristics, and explains the use of mandatory supply sources. Advises requestors on purchases, policies, methods of procurement, and potential conflict issues with competition.

Conducts research for the availability of the item and supplier reliability. Considers the urgency of the request, distribution capabilities of the supplier, relative and reasonable prices, discounts, and other related factors. Verifies completeness of item descriptions, minimum allowable purchase quantity, estimated cost, and source of supply.

Determines the most appropriate sole source purchasing method, e.g. Federal Supply Schedules, Government-Wide Acquisition Contracts, Indefinite Delivery/Indefinite Quantity Contracts, Blanket Purchase Agreements, or competitive methods.

Negotiates with vendors on a limited variety of issues such as price breaks, accelerated delivery, reduction of service charges, and waiver of restocking fees.

Determines the best offer and makes the award through review and comparison of the different terms, e.g., comparing price and delivery terms. Negotiates minor price considerations, changes in terms of delivery, cancellations of orders, etc.

Assists with pre- and post-award conferences for construction projects.

Advises approving officials and purchase card holders on purchase card program procurement procedures and responsibilities. Conducts random reviews in accordance with established departmental policy. Identifies unauthorized purchases and prepares reports when these situations are discovered. Ensures cardholders enter appropriate data into the automated system.

Maintains the location accountable property program. Maintains accountable property records and reconciles the accountability report; reports theft, loss or property damage, and prepares appropriate reports. Coordinates with the area office to dispose of excess property.

Utilizes a variety of automated systems to enter, update, revise, sort and calculate data; monitors purchase requests; process receipts and monitors active and delinquent invoices. Develops reports and spreadsheets.

### C. Evaluation Factors

Factor 1. Knowledge Required by the Position                      Level 1-3, 350 pts

Knowledge of solicitation and purchasing methods such as oral solicitations, calls against delivery orders, or priced purchase orders to make sole source purchases, purchases under established contracts, or competitive open market purchases when specifications are standardized, price and product characteristics are stable, and repeat vendors are used.

Knowledge of standardized purchasing regulations, policies, and procedures; established commodities and markets; and common business practices to ensure regulatory compliance throughout the purchasing process.

Knowledge of commercial commodities and established markets to advise customers of product characteristics such as available sizes, quantities, brands, packaging characteristics, and sources of supply.

Knowledge of standard price evaluation techniques to assess price reasonableness using well-established references, e.g. price lists, government estimates, and previous history files.

Knowledge of Federal property management regulations and policies in order to perform functions related to a personal property program, i.e., tracking inventory, disposing property, reconciling reports, rectifying problems, and assuring completion of bi-annual personal property and vehicle reconciliation reports.

Knowledge of the government purchase card program to review, analyze, and reconcile credit card purchases.

Ability to utilize automated systems to develop reports and spreadsheets, input and monitor purchase requests, process receipts, and monitor active or delinquent invoices.

Factor 2. Supervisory Controls

Level 2-2, 125 pts

The supervisor makes assignments by ensuring the appropriate instructions and procedures are available for the employee to follow. The supervisor may also provide an explanation of the regulatory guidance to help the employee make a decision regarding the appropriate purchasing method.

The employee uses initiative to make or recommend purchases for recurring requirements independently. Situations not covered by instructions are referred to the supervisor for assistance.

The supervisor reviews recommended awards and completed purchase files to ensure the methods are technically accurate and comply with established procedures.

Factor 3. Guidelines

Level 3-2, 125 pts

A number of guidelines are available such as history files, Federal Acquisition Regulations, Federal Property Management Regulations, and Government Accountability Office (GAO) case decisions, standard operating procedures; Federal, Departmental, and Agency purchasing regulations and procedures; and Federal procurement policy letters. Virtually all work is covered by these guidelines.

The employee uses judgment in determining whether the purchase is for construction, services, or supplies and whether there are advisories or alerts covering the specific subject or scenario, and selecting the appropriate guidelines and/or alternatives to use in completing assignments. Unusual situations in which the available guidelines cannot be readily applied are referred to the supervisor or other management official.

Factor 4. Complexity

Level 4-2, 75 pts

Incumbent provides purchasing support for the assigned program area(s) and makes decisions based on a review or knowledge of similar purchases and basic procedures.

Day-to-day independent action is necessary to make the most advantageous purchases by considering such factors as price, available sources, delivery dates, discounts, possible substitutes, and transportation and recommends awards using primarily price and/or delivery as determining factors.

The employee selects purchasing methods by considering a few factors, such as price, available sources, and urgency of requirement. The employee recommends awards using primarily price and/or delivery as determining factors.

Factor 5. Scope and Effect

Level 5- 3, 150 pts

The purpose of the work is to purchase supplies and services for the assigned locations. The work involves applying conventional practices to resolve a variety of purchasing problems such as urgent need, excessive pricing, and inadequate or restrictive specifications by the vendor.

The work affects the timely delivery of items which in turn impacts the efficiency of research laboratory operations.

Factor 6. Personal Contacts and  
Factor 7. Purpose of Contacts

Level 2-b, 75 pts

Contacts include employees within the immediate organization and the same agency. Contacts outside of the work unit include commercial suppliers, contractors, other Government agencies such as the General Services Administration and Small Business Administration, Department of Labor, and National Finance Center.

Purposes of contacts are to plan and coordinate work efforts with requestors and suppliers; verify information; resolve operating problems; and advice on the status of purchase orders. The employee may have to identify alternate supply sources and address supplier concerns.

Factor 8. Physical Demands

Level 8-1, 5 pts

The work is primarily sedentary, although there may be some walking, standing, bending, and carrying of light items, such as papers and books.

Factor 9. Work Environment

Level 9-1, 5 pts

Work is typically performed in an adequately lighted and climate controlled office. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, labs, or commercial vehicles. Work requires the observance of fire regulations and safe work practices.

Total points = 910 which is equivalent to GS-5 (855-1,100 pts)

D. Other Considerations (Check if Applicable)

- Supervisory Responsibilities (EEO Statement)
- Training Activities – Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver’s License Required
- Pesticide Applicator’s License Required
- Safety Officer Collateral Duties
- Radiation Protection Officer Collateral Duties
- Environmental Management Officer and Member Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Special Agency Check (SAC) and limited background investigation required for Research Leader positions
- SAC and full background investigation required for positions working with BSL-3 (or higher) agents, or in BSL-3/BSL-4 facilities
- Other: \_\_\_\_\_