

A. Introduction

Serves as a Purchasing Agent for one or more ARS locations. The incumbent performs a wide range of purchasing and contracting functions which include but are not limited to negotiating and recommending awards on the open market or under government contract. 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 and/or government purchase card program coordinator, and accountable property officer.

B. Major Duties

Makes similar or repetitive purchases of scientific equipment, minor construction contracts, and off-the-shelf products. Most purchases require sole-source purchasing methods. Incumbent must have signature authority to sign for all purchases up to the specified dollar threshold.

Reviews and edits purchase requests to ensure the item or service is adequately described based on the requestor's need. Ensures all information has been provided and the request is consistent with local and area policies. Advises requestors on purchases, policies, methods of procurement, and potential conflict issues with competition.

Conducts open market [research](#) and makes sole source and competitive small purchases of routine scientific equipment, supplies, and services. Collects data to determine price reasonableness for new items, prepares detailed written solicitations, and tailors special terms and conditions. Uses federal and agency acquisition regulations, federal property management regulations, internal procedures and guidelines, and other references to identify possible sources and other pertinent information related to purchases. Awards contracts up to the small purchase contract limitation **not** requiring synopsis in the Government-wide Point of Entry system (Federal Business Opportunities).

Purchases a variety of commercial supplies and equipment using competitive market and sole source procedures, e.g., Federal Supply Schedules, Government-Wide Acquisition Contracts, Indefinite Delivery/Indefinite Quantity contracts, and Blanket Purchase Agreements. Identifies sources from established lists, history files, and catalogs, etc. Determines whether to order from a mandatory source or whether to solicit vendors on the open market. Facilitates accelerated deliveries, price breaks for items ordered, and reduction in service charges. Requests price lists to ensure the government is accorded "best customer" status. Awards orders primarily based on comparing price and delivery terms. May determine and make awards through review and comparison of different terms. Ensures that small

businesses are awarded a fair proportion of government contracts by setting aside certain government purchases exclusively for small businesses.

Refers customers to the area engineer for technical advice on preparation of Statements of Work for construction and special service contracts. Ensures justifications, specifications, and special needs are described in detail. Coordinates questions regarding drawings and specifications for construction projects with the area engineer.

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 area purchase card program. Monitors purchases and reconciles credit card billing statements. Establishes user IDs and passwords, ensures proper card usage, and conducts random account reviews. Reports cases of fraud and prepares unauthorized credit card purchase reports.

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.

Maintains catalogs, contract files, and lists of firms offering specific equipment, supplies, and services.

Works with administrative officer and area office to establish procurement preference goals.

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

C. Evaluation Factors

Factor 1. Knowledge Required by the Position Level 1-4, 550 pts

Broad and in-depth knowledge of federal, departmental, and agency acquisition policies, regulations, laws (Service Contract Act of 1965, Davis-Bacon Act and associated labor laws, Walsh Healey Act and Public Law 95-507), methods, procedures, and business practices in order to make competitive, noncompetitive, and/or sole source purchases.

Ability to identify national and local supply sources to evaluate, solicit, and award contracts.

Knowledge of market conditions to advise requestors on products available, sources, prices, and vendor reputation.

Knowledge of price analysis techniques to evaluate prices or costs and determine reasonableness.

Knowledge of post-award procedures to discuss equitable price adjustments for modifications to a purchase order, determine where to recommend termination of an accepted purchase order for convenience, or perform similar actions.

Knowledge of various acquisition clauses to select or tailor clauses for purchases that involve special handling.

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.

Skill in operating a personal computer and ability to utilize a variety of software programs to enter, maintain, and reconcile information.

Factor 2. Supervisory Controls

Level 2-3, 275 pts

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists the employee with new, difficult, or unusual assignments, including suggesting work methods or service material.

The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices. The employee uses initiative to make or recommend purchases for recurring requirements independently.

Completed work is usually reviewed for technical accuracy and conformity to established procedures.

Factor 3. Guidelines

Level 3-2, 125pts

A number of established guidelines include historical procurement and property files; Federal and Agency Acquisition Regulations; Federal Property Management

Regulations; Government Accountability Office case decisions; Federal, departmental, and agency purchasing regulations; Federal procurement policy letters; and standard operating procedures.

The employee selects the appropriate purchasing and solicitation method, forms, documentation, and standard terms. There may be minor gaps in guidelines such as determining whether the important characteristics of an item match an item description in a mandatory schedule or judging whether quotes are for equivalent items. Unusual situations in which the available guidelines can't be readily applied are referred to the supervisor or other management official.

Factor 4. Complexity

Level 4-2, 75 pts

Work consists of duties involving related steps, processes, or methods in order to procure technical and commercial items using noncompetitive and competitive purchasing methods.

Employee makes decisions; such as whether to solicit additional sources or question a price, and selects purchasing methods considering price, available sources, and urgency of requirement.

Factor 5. Scope and Effect

Level 5- 3, 150 pts

The purpose of the work is to procure various commercial and/or items or services using conventional practices to resolve a variety of purchasing problems, e.g., inadequate or restrictive specifications, lack of multiple suppliers, urgent need, and insufficient price history.

The advice, decisions, and activities directly affect the ability of the location to conduct research, and meet mission requirements adequately. The work also affects the quality and timeliness of items and services purchased.

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, and other government agencies such as the General Services Administration, Small Business Administration, the Department of Labor, and the National Finance Center.

Purpose of contacts is to plan and coordinate work efforts with requestors and suppliers; verify information; resolve operating problems; and advise on the status of purchase orders. The employee may have to identify alternate supply sources and address supplier concerns. In some situations a moderate amount of persuasive skill

may be needed to encourage reluctant vendors to quote, resolve minor conflicts, or get agreement on changes affecting product, price, or delivery.

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 = 1,260 which is equivalent to GS-6 (1,105to 1,350points)

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 Applicators License Required
- Safety Officer Collateral Duties
- Radiological 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: _____