

DETAILED VERSION

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## Overview

### Purchasing Agent

**Open Period:**

**Series & Grade:** GS-1105-5/6

**Position Information:** Full-Time Permanent

#### Who May Be Considered:

Applications will be accepted from United States citizens and nationals.

#### Job Summary:

Find Solutions to Agricultural Problems that Affect Americans Every Day, From Field to Table

Your U.S. citizenship must be verified prior to entrance on duty.

You will be responsible for acquiring goods and services using simplified acquisition procedures in accordance with established regulations using a variety of automated systems.

## Duties

#### Major Duties:

**Acquires goods and services through simplified acquisition processes and procedures in accordance with established regulations and using a variety of automated systems. This includes: reviewing requisition requests, determining priority, and sources of ordering; determining appropriate payment method and terms; providing advice to requestors; negotiating with vendors; conducting open-market solicitations; preparing detailed requests for quotes; identifying problems; issuing purchase orders; serving as liaison between vendor and requestor; initiating change orders; monitoring progress and ensuring compliance with the terms and conditions specified; and monitoring purchases and reconciling credit card billing statements.**

## Qualifications and Evaluation

### **Qualifications:**

Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

### **Basic Requirements:**

GS-5: One year of specialized experience equivalent to at least the GS-4 level in the Federal service or a 4-year course of study above high school leading to a bachelor's degree.

GS-6: One year of specialized experience equivalent to at least the GS-5 level in the Federal service or 6 months of directly related graduate education that provided the Knowledge, Skills, and Abilities required to do the work of the position.

### **Additional Requirements:**

**Time-In-Grade Restrictions apply for all candidates considered under Merit Promotion/Alternative Merit Promotion.**

**Specialized Experience is** experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Knowledge of acquisition and purchasing laws, regulations, policies, and procedures in order to procure goods or services.
2. Knowledge of business purchase card program.
3. Ability to use a computer and purchasing-related software.
4. Knowledge of price analysis techniques and market conditions.

### **Education:**

If qualifying all or in part based on your education, you must submit a copy of your academic transcripts OR a list of college courses with credit hours, dates completed, and grade point average or class ranking to verify education when applying for this position. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If you are selected for this position, you will have to provide an official copy of your transcripts prior to entering on duty. Application materials will not be returned.

Graduate education must be directly related to the work of the position and must have

equipped you with the knowledge, skills, and abilities necessary to do the work.

Education completed in foreign colleges or universities may be used to meet the above requirements if you can show that the foreign education is comparable to that received in an accredited educational institution in the United States. It is your responsibility to provide such evidence when applying. Please visit the Office of Personnel Management's website at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> for additional information on this topic.

#### **How You Will Be Evaluated:**

You will be evaluated to determine if you meet the basic and any additional requirements. The Agricultural Research Service uses a category rating process. Based on evaluation of all written materials submitted in application for the position, you will be determined to be Ineligible, if you do not meet eligibility and/or minimum qualifications criteria; Eligible, if you meet all eligibility and minimum qualifications criteria; OR Quality, if you meet quality criteria in addition to eligibility and minimum qualifications criteria. For information about how to address KSAs, please visit our website at <http://www.ars.usda.gov/careers>, click on 'How to Apply,' then click on 'What are those KSAs anyway?' For more information about the evaluation process, please visit our website at: [www.ars.usda.gov/careers](http://www.ars.usda.gov/careers), click on 'How to Apply,' then click on the link to 'Qualifications and What They Mean.'

#### **Benefits and Other Information**

##### **Benefits:**

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at [www.usajobs.opm.gov/ei61.htm](http://www.usajobs.opm.gov/ei61.htm).

##### **Other Information:**

##### **Veteran's Preference:**

For further details, call the U.S. Office of Personnel Management (OPM) at 703-724-1850 or TDD 978-461-8404. Select General Information on the Federal Employment Policies and Procedures, and then Veteran's Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

**Veterans Employment Opportunities Act of 1998 (VEOA):** Qualified candidates eligible under the Veterans Employment Opportunities Act (VEOA), a special hiring authority, will be considered. VEOA eligibles are preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of active service. Veterans who are released under honorable conditions shortly before completing a 3-year tour are also eligible.

##### **Creditable Service:**

Service credit for annual leave accrual may be granted for directly related non-Federal work experience or uniformed service for newly appointed individuals, or those individuals reappointed after a break in service from civilian Federal employment of at

least 90 calendar days. The amount of non-Federal service to be credited will be based on the amount of directly related and documented experience that the selectee possesses as documented by the employee and which is approved by agency management.

**USDA CTAP/ICTAP or Federal Displaced Employees:**

Applicants requesting consideration under the CTAP or ICTAP programs must submit documentary evidence of eligibility. Well qualified CTAP and ICTAP applicants within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. If you are requesting consideration as a CTAP or ICTAP applicant, you must submit the following:

- 1) A copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) Evidence of full performance level of current position;
- 3) A copy of your most recent performance appraisal; and
- 4) A copy of your most recent SF-50, Notification of Personnel Action.

**Relocation Expenses:**

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletins 03-402 and 05-412.5, which may be found at <http://www.afm.ars.usda.gov/ppweb/412-05.htm#H10> See also [http://www.afm.ars.usda.gov/hrd/staffing\\_recruit/reloweb.htm](http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm).

**Financial Disclosure Requirement:**

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. If hired for this position, you will be required to submit a financial disclosure report within 30 days of the effective date of your appointment and annually thereafter.

**False statements:**

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

**Optional Form 306, (Declaration for Federal Employment):**

If you are selected for this position, you will be required to complete this form before an offer may be made.

**Selective Service System:**

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

**ARS Reasonable Accommodation Contact Information:**

If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD).

## How to Apply

### How To Apply:

Mail your applications so it will be postmarked by closing date. If hand delivered, be sure your application is received by closing date.

**If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation as appropriate. Some of the items listed may not apply to you. NOTE: Applications received in postage paid government envelopes will not be considered.**

### APPLICATION PACKAGE CHECKLIST

\_\_\_ Optional Form 612 (Optional Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

### The following information is required of all applicants:

\_\_\_ Announcement number, title, and grade(s) of the position

\_\_\_ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)

\_\_\_ Statement that you are a U.S. citizen (if not using the OF-612)

\_\_\_ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (only if claiming veteran's preference). Visit the following web site for additional information: <http://www.opm.gov/employ/veterans/html/vetguide.asp>

\_\_\_ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veteran's preference) Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.

\_\_\_ Paid and non-paid work experience related to the position. For each period of work experience include:

\_\_\_ Job title

\_\_\_ Series/grade (if Federal employment)

\_\_\_ Duties and accomplishments

\_\_\_Employer's name and address

\_\_\_Supervisor's name and contact information

\_\_\_Starting and ending dates of employment (at least month/year)

\_\_\_Number of hours worked per week

\_\_\_Salary

\_\_\_Indicate if we may contact current supervisor/employer

\_\_\_ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)

\_\_\_Certificates/licenses (current)

\_\_\_Honors, awards, and special accomplishments

\_\_\_Supplemental questionnaire if applicable  
(usually for Federal Wage System positions - WG, WL, WS)

\_\_\_ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

\_\_\_ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)

\_\_\_ Copy of most recent performance appraisal (if you are a current federal employee)

\_\_\_ Second copy of application package IF you are a candidate with competitive status. (NOTE: All status candidates who wish to be considered under both alternative merit promotion and non-status competitive examining must submit two (2) complete applications when the position is open to both status and non-status candidates. When only one (1) application is received, it will be considered under the alternative merit promotion procedures if the applicant is a current or former Federal employee with reinstatement eligibility.)

\_\_\_ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at [http://www.opm.gov/Strategic\\_Management\\_of\\_Human\\_Capital/fhfrfc/default.asp](http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfrfc/default.asp))

\_\_\_ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)

\_\_\_ Self-certification of typing speed (if required as a basic qualification for the position)

\_\_\_ While not required, a separate response to the Knowledge, Skills, and Abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

**Location Contact Information:**

**Contact Information:**

Phone: 301-504-xxxx  
Fax: 301-504-1535  
TDD: 202-855-1234  
Email: SCIRECRUIT@ARS.USDA.GOV

Or write:  
Department Of Agriculture  
USDA-REE-ARS-HRD/Announcement #  
5601 Sunnyside Avenue, Stop #  
Beltsville, MD 20705-stop  
E-Mail: SCIRECRUIT@ARS.USDA.GOV  
Fax: 301-504-1535

**What To Expect Next:**

Applicants will receive written confirmation from this office when their application package is received.

After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

**EEO Policy Statement**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

### Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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