

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Mexico City	2. AGENCY State/GSO	3a. POSITION NO. 312801 A52113
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.  Yes  No (base classification 312801 A52113) 312801 A52213

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces  
 Position No. A52-113 Contracting Assistant (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)

b. New Position

c. Other (explain) Updated

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority WHA/EX/FRC	<b>Procurement Agent, 810</b>	<b>FSN-9</b>		07/14/2016
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Contracting Assistant	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management Section	a. First Subdivision General Services Office
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b. Second Subdivision Procurement Section	c. Third Subdivision Contracting Section
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9. This is a complete and accurate description of the duties and responsibilities of my position.	
_____ Typed Name and Signature of Employee	_____ Date(mm-dd-yy)

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### 13. BASIC FUNCTION OF POSITION

Incumbent works under the direction of the Contracting Officer and the Contract Specialist in the General Services Office. The Contracting Assistant manages all aspects of contracts for Embassy Mexico City and Mission-wide contracts. This includes: routine and complex contracting tasks such as preparation of contract modifications, solicitations, site visits, responses to offeror questions, market research, contract negotiations, technical evaluation panel questions, consultations with A/OPE on complex matters, contract award, and contract administration. He/she also processes routine and complex task orders including for high-level visits. These contracts range in duration from one year to five years and range in value from \$10,000 up to \$13 million USD.

Drafts contract modifications, provides guidance on the resolution of situations according to the contract's terms, and negotiates for the USG's best interests. Must be updated on and comply with the FAR, DOSAR, FAM, and GAO's principles of Federal Appropriations Law, which contain complex contracting procedures; should constantly update his/her knowledge of these principles through Procurement Information Bulletins, the latest version of A/OPE's Overseas Cookbook, and other procurement guidelines.

### 14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Contracting Specialist Assistant: 80% of the time

Solicitation/Contract/Administration Process– The Contracting Assistant prepares solicitations, determines contract terms, determines the conditions and Federal Acquisition Regulation (FAR) clauses applicable to the particular requirement; develops solicitation mailing lists; reviews DS-1970's for accuracy and completeness to include the statement of work; researches and prepares the Government cost estimates; gets supervisor and CO approval on solicitations; works with supervisors to establish a solicitation/contract timeline to ensure new contracts are established before old contracts expire; the Contracting Assistant is responsible for ensuring that the timeline is adhered to; consults with the Office of the Procurement Executive (A/OPE) at State Department; sends all documentation to A/OPE for their review/approval; responds to OPE questions and provides further information/documentation as requested. The Contracting Assistant plans and manages the pre-proposal conference; drafts answers to officially submitted questions; ensures that all U.S. government and Dept. of State rules and regulations are adhered to at all times; reviews offers received for compliance with instructions contained in the solicitation. The Contracting Assistant reviews proposals received to ensure technical compliance and drafts appointment letters for the technical evaluation panel (TEP). He/she analyses bids for accuracy, notes deficiencies, organizes and provides guidance to properly qualified technical evaluations panels; determines responsibility of potential sources/ vendors. The Contracting Assistant drafts negotiation letters; submits documentation to supervisors for approval and then to A/OPE for review/approval; liaises with FMC to ensure that funding is available and provided when required; ensures all necessary approvals are obtained; drafts award documents and final contract; reviews recommended source lists; ensures companies are registered for SAMs and DUNS numbers and that all U.S. Government regulations are complete prior to award. Advises the Contracting Officer, obtains approvals for final contract signature; and advises the CO on final contract award. He/she also prepares modifications to solicitations and existing contracts in accordance with FAM, FAR, and DOSAR requirements. He/she is also responsible for ensuring that all contract files are complete and up-to-date, including the ILMS Contracts files, the CEPARs files, and the procurement task order files. The Contracting Assistant routinely works with A/OPE, A/LM, RPSO Ft. Lauderdale, the Mission's Consulates, and all agencies and offices within Mission Mexico. The Contracting Assistant is also responsible for all aspects of contract administration as well as for issuing task orders off contracts when needed.

Customer Service 10%

Provides excellent customer service and complies with the ICASS standards for completion of tasks is an essential part of the position. The incumbent serves 54 ICASS agencies Mission-wide, and provides guidance, advice, and service to our 9 consulates, 8 consular agencies. Incumbent meets with contacts, vendors, contractors, U.S. Government officers and Locally Employed Staff and ensures that customers' needs are met. It is critical that he/she follow up on pending items and anticipate clients' needs. The Contract Assistant works under strenuous deadlines and must adhere to these while collecting and cajoling required information from customers as needed in order to adhere to these deadlines and ensure that contracts are in place before old contracts expires. He/she will advise customers on regulations and look for an alternative solution if the customer's preferred outcome is not possible. The incumbent is responsible for maintaining a good working

relationship with the Financial Management Center to promote a partnership between the two offices through regular contact and by gaining a basic understanding of the internal processes of FMC. He/she also maintains regular contact with the GSO/Property and Warehouse section, the GSO Customs and Shipping section, the GSO Visitors and Conference section, and the GSO Motorpool section, ensuring that the goods are received from the vendor in a timely fashion, in the correct quantity, and in good condition to facilitate the work of the entire GSO section and the Embassy. The Contracting Assistant assists with VIP Visits and Pre-Proposal Conferences negotiating with vendors and/or working with government officials on logistics.

Other Duties

10%

Assist in VIP Visits, identifying and negotiating with vendors and/or working with government officials in logistics. Incumbent will act as primary Contracting Specialist as necessary when the Contracting Specialist is absent. Incumbent assists with crises and natural disaster planning and procurement/contract needs as required. Incumbent conducts market surveys/research as needed. Other duties as assigned.

**Note:** "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."

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

a. Education:

Bachelor's Degree in law, economics, business or administration.

b. Prior Work Experience:

A minimum of five years' experience in professional, non-clerical work related to law, business, economics, or acquisitions related work. To include At least one year of prior experience with either U.S. or Mexican procurement regulations.

c. Post Entry Training:

Intermediate word processing training. Advance Excel training. ILMS Ariba training, CPARS training. Procurement training.

Department of State Simplified Acquisition Module, Commercial Items Module, Contract Administration Module, How to be a Contracting Officer's Representative, SOW training, passing score on Purchase Card Holder exam and on-the job training focusing on the duties and responsibilities of the position. U. S. Government Contract and Procurement Procedures and Regulations.

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

Level 4 spoken and written English. Level 4 spoken and written Spanish.

e. Job Knowledge's:

Comprehensive expertise in State and Other Agency's regulations and procedures. Expertise regarding the Federal Acquisition Regulations (FAR), Department of State Acquisition Regulations (DOSAR), the Foreign Affairs Manual (FAM), U.S. Code related to assistance and acquisitions, Dept. of State ALDACS, DOS PIBs, and DOS acquisition agreements with other agencies. Intermediate understanding of the organizational structures of DoS and other agencies, especially related to funding. Extensive knowledge of Mexican culture, US and local markets. Ability to develop knowledge of the U.S. government's interagency interactions and ICASS. A legal, business or administration background is required.

f. Skills, and Abilities:

Analytical skills and ability to keep up with changing market environment. Level II (40 wpm) typing skill, ability to use P.C. and job-related computer programs: Microsoft Word, Excel, and Outlook and the internet. Tact in dealing with contacts, vendors, contractors, U. S. Government officers, and Locally Employed Staff.

**16. POSITION ELEMENTS:**

a. Supervision Received:

Reports directly to the Contracting Specialist (rater) and through him/her to the GSO/Contracting Officer (reviewer).

b. Supervision Exercised:

N/A

c. Available Guidelines:

Federal Acquisitions Regulations (FAR), Department of State Acquisitions Regulations (DOSAR), Foreign Affairs Manual (FAM), Overseas Contracting "Cookbook", Procurement Information Bulletins (PIBS), Federal Schedules, GSA Catalogs and other Agency Regulations.

d. Exercise of Judgment:

The job holder must be have highly developed judgment and be able to read and apply contract circumstances which vary for each contract in order to determine which contract clauses should be applied to each contract and which contacting method is the best approach. In writing and editing statements of work the job holder must be able to take an independent view and analyze each requirement to ensure it is complete, fully conveys the need of the USG, and is exact. Job holder must apply judgment and to preserve the unbiased contracting process, ensure fair and open competition, and that there are no irregularities with the contract process or the determinations on award.

e. Authority to Make Commitments:

Commits hundreds of thousands of USD per year under the supervision and authority of the CO and his/her warrant. Monitors contract funding, ensures funds availability, and ensures unauthorized commitments are avoided.

f. Nature, Level and Purpose of Contacts:

Maintains contact with Department of State offices and other Agencies in regards to contracting/purchasing. Constantly communicates with contractors/procurement requestors to produce a high quality request that ensures a contract/purchase that is in the best interest of the USG. Partners with FMC to process Contractor/vendor payments.

g. Time Expected to Reach Full Performance Level:

One year.