

Purchasing Agent - 1105

Efficient and effective procurement of equipment, supplies, and services as evidenced by all of the following:

- Identification and use of appropriate procurement mechanisms;
- Accurate and appropriate guidance is given to program officials in the development of Statements of Work, specifications, justifications, and other relevant procurement requirements;
- All purchases are made in accordance with the Federal Acquisitions Regulations (FAR);
- All purchases are provided within established timeframes;
- All purchases are received and appropriate receiving is entered into the system within established timeframes;
- Appropriately safeguards any sensitive procurement-related information; and
- Enters correct Object Class Code for purchases.

Provides technical expertise and management of procurement systems and records as follows:

- Accurate and efficient placement of purchase card orders and timely submission of complete monthly reconciliation packages for IMPAC Card purchases.
- Accurate review, follow-up, entry and approval (as appropriate) of market requisitions and Records of Call in DELPRO;
- Generally enters and calls all orders in the same day;
- Uses the GRASP System to track order status, and enters the relevant information in a timely fashion;
- Procurement requests are processed within 3 days or less;
- Procurement files are current and are maintained in accordance with the FAR and other relevant procurement specifications;
- Records are easily retrievable by the Administrative Office, other Purchasing Agents, and auditors; and
- Ensures that all purchases are conducted appropriately and within the applicable guidelines from the requisition to the receiving phase of the procurement.

Successful delivery, payment, and maintenance of required supplies/services:

- Prompt and accurate follow-up system maintained as evidenced by customer satisfaction with delivery dates, term orders, and maintenance agreements;
- Immediate action taken to remedy problems with incomplete or damaged deliveries, including the postponement of payment; and
- Invoices demonstrate compliance with the Prompt Payment Act.

Procurement policies and protocols are effectively and accurately communicated to members of the Institute or others with a need to know, as indicated by all of the following:

- Facilitates courteous communication with customers regarding requests, work products, and services. Refers customers to appropriate sources for information and guidance. Finds or solicits solutions to customer problems. Addresses customer requests in a timely manner;
- Demonstrates positive manners and attitude in telephone, e-mail communications and face-to-face contacts;
- Responds to customer requests within the established timeframes;
- Maintains effective lines of communication with administrative officers, program areas, and other purchasing agents, coordinating administrative functions with their assigned areas;
- Works as a team player to accomplish the overall goal of customer satisfaction and compliance with established guidance within the organization; and
- Limited customer complaints about receiving requested services and supplies.

Participates actively in NHGRI's management controls program.

- Participates in various studies and reviews conducted by the NIH or NHGRI Management Controls Program;
- Follows established NIH and NHGRI management control policies;
- Maintains appropriate files in accordance with established NIH requirements;
- Maintains an effective document management system in order to ensure that the document workflow for the office is effective and efficient;
- Monitors the request and receipt of supplies and ensures that proper documentation is executed and equipment or services are received; establishes and maintains accurate records in all administrative systems;
- Ensures that files are easily retrievable by AMB staff, are logically organized, clearly labeled and neat, and filed in the appropriate area within 5 days of receipt; and
- Responds in a timely fashion to request for documents and information.