

POSITION DESCRIPTION (Please Read Instructions on the Back)

PD-03065

1. Agency Position No.
NAVFAC 8

2. Reason for Submission <input checked="" type="checkbox"/> Reassignment <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Nonath	
12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Critical		13. Competitive Level Code		14. Agency Use NAF POS		15. Classified/Graded by		Official Title of Position	

15. Classified/Graded by	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management					
b. Department, Agency or Establishment					
c. Second Level Review	NP	2005	02	UB	4-17-03
d. First Level Review					
e. Recommended by Supervisor or Issuing Office					

16. Organizational Title of Position (if different from official title)
INVENTORY MANAGEMENT CLERK

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
DEPARTMENT OF THE NAVY

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
ANNE-MARIE JONES

Signature _____ Date _____

Signature *Anne-Marie Jones* Date 3/18/03

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action
E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER

Signature *E. Lanier-Ballenger* Date 4-17-03

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

PD NBR: NAVFAC 8

CLASSIFICATION: SUPPLY CLERK NF-2005-02

ORG TITLE: INVENTORY MANAGEMENT CLERK

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at NAME OF COMMAND. The primary function of the incumbent is to act as a supply clerk and inventory supplies, furniture, fixture and equipment (F,F&E) and other amenities in support of the operation. Incumbent will initiate appropriated (APF) and nonappropriated fund (NAF) purchases.

MAJOR DUTIES

Receives orders from the appropriate supervisor and prepares forms/documents for approval. Places orders for APF/NAF purchases and utilizes the government credit card where appropriate.

Documents stock record cards and maintains responsibility for items in the storeroom.

Maintains assigned storeroom and is required to maintain a minimum of 98% inventory accuracy.

Issues cleaning supplies and other goods from storeroom to authorized staff members.

Monitors APF and NAF contracts pertaining to the storeroom operation and reports non-compliance to the supervisor.

Forwards invoices to the business office for payment.

Performs other related duties as assigned.

FACTOR 1. SKILLS AND KNOWLEDGE REQUIRED

The position requires two years of work experience that demonstrates incumbent a thorough knowledge of purchasing procedures, computerized record keeping and inventory management. Incumbent must be able to communicate well orally and in writing and have a good working knowledge of basic accounting. Incumbent must be able to lift and store goods on shelving units. The incumbent must have a thorough knowledge of purchasing procedures, computerized record keeping and inventory management.

Must possess basic math and reading skills. Must be able to use a calculator and software programs (spreadsheets, work processing).

A general knowledge of cleaning equipment, commonly used chemicals (including MSDS) and basic safety is required.

Must have the ability to do the work with normal supervision.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor assigns work, approves leave and evaluates performance of the incumbent. Work is evaluated in terms of quality, efficiency and adherence to established standards and procedures. Work is performed independently and is generally repetitive in nature. Guidance and assistance must be requested for unusual problems or unprecedented situations.

FACTOR 3. GUIDELINES

The incumbent carries out assignments in accordance with DOD and Navy regulations and local policies. Judgment and knowledge in interpreting and applying these regulations and policies is necessary. Procedures for non-appropriated funds and appropriated funds will be followed.

FACTOR 4. COMPLEXITY

The purpose of this work is to accomplish the inventory management functions and requires the performance of related substantive and procedural clerical tasks generally choosing course of action to accomplish assignments.

FACTOR 5. SCOPE AND EFFECT

Incumbent is responsible for a variety of functions. Work involves multiple/changing priorities and confidential information. Incumbent must be able to handle unusual circumstances and provide solutions or alternatives.

FACTOR 6. PERSONAL CONTACTS

Contacts can include installation staff and guests.

FACTOR 7. PURPOSE OF CONTACTS

Contacts are made to coordinate and/or obtain information relating to inventory management.

FACTOR 8. PHYSICAL DEMANDS

This position is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighing in excess of 100 pounds is required. May be required to climb/descend stairs and properly placed stepladders.

FACTOR 9. WORK ENVIRONMENT

Work is primarily performed indoors in areas that normally have adequate heat, light and ventilation. Some facilities will require exposure to outdoors, as access to rooms is from the outside, resulting in exposure to weather conditions. The incumbent is exposed to dirt, disagreeable odors and skin/eye irritants from strong cleaning solutions used in stripping floors and household cleaners. Personal Protective Equipment (PPE) is provided, use and if issued, worn appropriately.

SPECIAL REQUIREMENTS

In order to verify fitness for duty, a complete physical examination at a military medical facility may be required.

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.