

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2004-153	Opening Date:	09/28/2004	Closing Date:	10/20/2004
Position/Position Number:	SUPPLY TECHNICIAN GS-2005-6 (#4512A)		Organizational Location:	LOGISTICS MANAGEMENT SERVICE Duty Station: Temple ICF	
Salary Range:	GS-6: \$29,761 - \$38,694 Per Annum (INCLUDES 10.90% LOCALITY COMPARABILITY PAY)		Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS	

Duties and Responsibilities:

Hours of Duty: 8:00 a.m. – 4:45 p.m., Monday - Friday. This position is located in the Material Management Section of the Acquisition and Material Management Service (A&MMS). Manages the stock of office supplies for the entire medical center complex. This involves determining annual requirements, ordering the material, determining the positioning, be it in the main forms room in Building 46. Incumbent exercises full independent authority in establishing and revising reorder availability. Exercises full ordering authority for requisitions to federal supply sources. This includes VA Supply Depot, General Services Administration (GSA), and Government Printing Office (GPO). Incumbent is the Control Point Official for control point 057, which is utilized to provide all standard office supplies for use at this Center. Coordinates the many product surveys received by the A&MMS Office with affected services/sections and ensures responses are processed to the requesting office, normally the VA National Acquisition Center (VANAC). Receives, researches for accuracy and adequacy and processes all unposted requisitions for delivery from federal sources for all services. Initiates, or coordinates and reviews Quality Deficiency Reports (QDR) and Quality Improvement Reports (QIR) received from using services on supplies from mandatory sources for adequacy of presentation. Process turn-in of equipment and conduct bid sales of excess equipment.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standards for Clerical and Administrative Support Positions, available in Human Resources Management Service. At the GS-6 level, one year of specialized experience is required equivalent to the GS-5 level. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position to be filled. If education is to be substituted for experience, transcripts must be on file in Official Personnel Folder (OPF) or submitted with application in order to receive credit. **APPLICANTS MUST MEET TIME-IN-GRADE REQUIREMENTS OF ONE YEAR AT THE NEXT LOWER GRADE LEVEL IN FEDERAL SERVICE. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement.**

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- Knowledge of inventory management theory, practices, and policies, as well as of Federal property management regulations, policies, and procedures.
- Knowledge in forecasting short and long range inventory needs under constantly changing technological and program requirements.
- Knowledge of computerized supply systems.
- Ability to effectively communicate with individuals of various backgrounds and levels of experience.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. **VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITHIN SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. Attachments other than those required will be destroyed.** Refer all questions to Karen Young, Human Resources Specialist, extension 40311.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.