

VETERANS EMPLOYMENT OPPORTUNITY ACT

Hiring for this position is governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional Accountability Act of 1995 ("CAA"). Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Senate Sergeant at Arms and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which is available at www.senate.gov/saaemployment.

If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form. If the Office of the Senate Sergeant at Arms does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference In Appointments policy by submitting a written request to resumes@saa.senate.gov.

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the obligations and efforts of the Office of the Senate Sergeant at Arms to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.



SENIOR PROCUREMENT AND SUPPLIES SPECIALIST

NATURE OF WORK

This is administrative work which involves procuring, storing, inventorying, and issuing equipment and supplies, parts and materials in support of Senate and Sergeant at Arms offices. Supervision of others is not a requirement; however, an employee may assign and inspect work, and provide training to less experienced workers. Work is performed according to guidelines, policies, and procedures of the SAA and the Senate Rules Committee under general supervision.

EXAMPLES OF WORK

(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)

- Receives bids from various vendors; initiates purchase orders for supply items, parts, and newly requested Senate-approved equipment; and initiates purchase orders for repairs to office equipment.
- Conducts physical inventories of office equipment in Senate offices and updates fixed asset inventories; identifies missing equipment.
- Serves as liaison between the Senate and the General Service Administration (GSA) on local and state office equipment; maintains and provides accurate documentation of office equipment assignments to Senate offices; assesses eligibility of Senate offices for requested equipment based on current allocation regulations.
- Assists customer offices with the purchase of non-standard equipment, verifying price and availability, and initiating purchase orders.
- Researches and processes invoices, purchase orders, and contracts; reviews or cancels rental or maintenance contracts; maintains and consults file on GSA contract schedules to verify pricing and specifications of equipment; serves as liaison between vendors and Senate offices.
- Updates automated inventory management system; enters and updates computer databases for tracking equipment; generates periodic reports for all Senate offices; keeps pending file of equipment ordered; and maintains inventory of all supplies and parts.
- Coordinates the disposal of excess computers, telecommunications and office equipment with GSA for all SAA offices; coordinates with SAA off-site warehouse for removal and storage of local excess equipment.
- Maintains schedules of equipment available for loan, noting the office, date, time and type of equipment requested; monitors return of loaned equipment.
- Implements requests from stock; oversees the packaging and flag operations as needed.



PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires the ability to sit or stand for extended periods and occasional physical effort such as standing, walking, bending, kneeling, crawling, and/or light lifting or safely carrying objects under 15 pounds for short durations. Work may also expose the employee to significant noise.

MINIMUM QUALIFICATIONS

Work requires a high school diploma (or GED), and three to five years of progressively responsible experience in a position which is equivalent to Procurement and Supplies Specialist; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of modern public procurement inventory control and asset management practices.
- Knowledge of the operation of general office equipment, including personal computers.
- Ability to enter and to keep accurate computerized records.
- Ability to understand and follow oral and written instructions.
- Ability to deal with others, using tact and diplomacy.
- Ability to assign, inspect and coordinate work in an efficient manner.
- Ability to identify contractual obligations.
- Ability to establish and maintain effective working relationships with supervisor, co-workers and the public.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.