

United States Postal Service

External Publication for Job Posting 80499678

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Supply Management

Job Posting Period

10/29/2014 - 11/04/2014

Job Title

PURCHASING AND SM SPECIALIST

Facility Location

USPS HEADQUARTERS
475 LENFANT PLZ SW
WASHINGTON, DC 20260-0004

Position Information

TITLE: PURCHASING AND SM SPECIALIST

GRADE: EAS - 23

FLSA DESIGNATION: Exempt

OCCUPATION CODE: 1102-0022

NON-SCHEDULED DAYS: Saturday/Sunday

HOURS: 08:00 A.M. to 05:00 P.M.

SALARY RANGE: 60,446.00 - 104,281.00 USD Annually

FINANCE NUMBER: 102596

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Background Check

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 5-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

Functional Purpose

Analyzes and monitors the Postal Service's usage of products and services in order to engage contracted services and equipment in alignment with established supplier management criteria; identifies sources, negotiates, administers and settles contracts for major or specialized purchasing programs and/or projects. Implements continuous improvement plans to

include process and technological improvements.

DUTIES AND RESPONSIBILITIES

1. Performs needs assessment to identify customers needs for services, suppliers, and equipment; uses assessment to determine requirements, and solicitation criteria, including production needs, quantities, delivery requirements and industry to be sourced.
2. Develops purchasing plans, and prepares solicitations and contracts; determines specific contract language and selects contract type.
3. Develops total cost of ownership models for customers, including material and/or services flow, usage, and process; determines value and non-value added to the service and/or product for the customer; develops asset recovery programs.
4. Conducts supplier value and cost analysis to address logistics, pricing, leverage, competitive advantage, and other industry factors related to purchase; performs supplier capability assessment, past performance reviews, and other review methods to create and develop supplier performance data.
5. Conducts customer satisfaction evaluations and gather supplier performance data to resolve specification problems, determine production capabilities and responsiveness, monitor quality, obtain feedback, and to support decision-making.
6. Performs market and industry trend analysis to expand and improve the supplier base and to determine availability of services, supplies equipment, and producers; benchmark industry for best usage practices and offer alternatives.
7. Requests and evaluates supplier proposals for satisfying selection criteria, awarding contracts, leverage opportunities, and pricing data.
8. Conducts negotiations on price, technical requirements, terms, and conditions of the contract; obtains audits and pricing reports where needed to develop negotiation strategy.
9. Makes supplier selections and performs contract management, including supplier performance reviews and customer satisfaction evaluations.
10. Manages projects to include planning, determining resource requirements, developing timelines, risk analysis, monitoring progress, providing technical guidance and feedback.
11. Complies with Postal Service supplier diversity planning and sourcing strategies.
12. Provides technical direction and guidance on purchasing and material logistics activities.
13. May oversee the activities of lower level employees or teams, when assigned.

SUPERVISION

Manager of unit to which assigned

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

1. Knowledge of quality principles and continuous improvement tools to include benchmarking techniques and practices.
2. Knowledge of postal, federal or commercial purchasing regulations, policies and procedures.
3. Ability to perform summary or statistical analysis on data, to interpret and report results, and make recommendations and appropriate business decisions based on the results.
4. EDUCATION/CERTIFICATION REQUIREMENT: Applicants must possess one of the following degrees or professional certifications:
 1. A baccalaureate or post-graduate degree from an accredited college or university, that included or was supplemented by at least 24 semester hours in any combination of the following fields: supply chain management, accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, material management, logistics and inventory control, quantitative methods, or organization and management.
 2. Certified Professional in Supply Management (CPSM) qualification or Certified Purchasing Manager (CPM) from the

Institute for Supply Management (ISM).

3. Certified in Production and Inventory Management (CPIM), Certified Supply Chain Professional (CSCP), or Certified in Integrated Resource Management (CIRM) from the American Production and Inventory Control Society (APICS).
4. Certified Professional Contracts Manager (CPCM), Certified Commercial Contracts Manager (CCCM), or Certified Federal Contracts Manager (CFCM) from the National Contract Management Association (NCMA).
5. Ability to communicate both orally and in writing sufficient to develop and present briefings, and to conduct general business meetings.
6. Ability to manage projects, which includes developing plans and timelines, determining resource requirements, organizing and overseeing tasks, monitoring progress, and reporting results.

This is a two-step application process requiring you to create a profile and submit an application for the position you are applying for.

You will receive two email confirmations:

1. An email confirming your profile is complete.
2. After submitting your application you will receive a second email confirming your application has been successfully submitted.

For additional information, please contact Edward Young at Talent@usps.gov

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at FairChanceActSupport@usps.gov. Further information can be found at www.usps.com.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.