

**Job Title: CONTRACT SPECIALIST, GS-1102-12****Job Announcement Number:**

**Series & Grade:** GS-1102-12

**Promotion Potential:** None

**Open Period:** Thursday, February 04, 2010 to

**Position Information:** Full-Time  
Permanent

**Who May Be Considered:** United State Citizens

**Job Summary:**

If you:

- are interested in utilizing your business skills to serve your country
- have a desire to ensure taxpayer dollars are used in a responsible and appropriate manner
- are innovative and solutions-oriented
- are skilled in negotiating the best value for goods and services
- have a passion for aligning products and services with customer needs

If you are have experience in contracting/procurement and are interested in continuing your career with **[INSERT AGENCY NAME]** this job is for you! You will act as a business consultant to program managers, advising them on critical decisions in planning for and acquiring the goods and services needed by the Federal government. You will be instrumental in ensuring the United States Government contributes to innovation and economic stimulation through prudent contract awards and the monitoring of contract performance to ensure satisfactory progress and compliance with the terms and conditions of contracts.

**Key Requirements:**

- U.S. Citizenship or National
- Males from after 12-31-59 must be registered or exempt from Selective Service (See [www.sss.gov](http://www.sss.gov))
- Relevant experience or education (See [Qualifications and Evaluations](#))
- Suitable for Federal employment as determined by a background investigation

**Major Duties:**

As a contracting professional, you are a valued member of a dynamic team. You act as a business advisor to customers in developing a variety of options and alternate strategies to meet mission needs and promote customer satisfaction. You solicit, evaluate, negotiate, award, administer, and/or terminate

contracts for supplies and services. You also advise others on a variety of policy, procedural, and compliance matters related to procurement and contracting. Most importantly, you are in a pivotal role from day one and your work has visible impact on mission success. Typical work assignments include:

- Utilizing a variety of contract types and contracting methods to procure items and/or services;
- Writing and publicizing documents announcing the government's contracting opportunities to industry, and conducting discussions and conferences;
- Determining a supplier's responsibility and capability;
- Negotiating the contract amount, terms and conditions;
- Awarding contracts;
- Monitoring and evaluating suppliers' performance, financial management, and compliance, and taking corrective action as necessary;
- Negotiating terms and costs of contract changes; and
- Performing work related to the termination of contracts.

**Qualifications:**

**[DoD: Insert qualification requirements.]**

You must have the following qualifications:

A bachelor's degree in any field or at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. In addition, you must have one year of specialized experience in contracting at the GS-11 grade level (or equivalent experience). Examples of specialized experience may include activities such as:

- Providing advice on contracting/procurement policies and procedures;
- Performing cost and price analyses using previous price history, commercial price lists, market prices, or technical catalogs to assure reasonable prices;
- Conducting market research to identify potential suppliers and assure adequate competition;
- Evaluating responsiveness of bids and responsibility of the bidders;
- Negotiating the amount, terms, and conditions of contracts;
- Tracking expenditures and monitoring performance; and
- Monitoring compliance with contract requirements.

**[Agencies must define specialized experience based on the specific requirements of the position.]**

**All academic degrees and coursework must be from accredited or pre-accredited institutions.**

**Exceptions To The Basic Requirement:** If you are a Federal employee who has been continuously employed in the 1102 series since January 1, 2000, you meet the education requirements for this job announcement.

Specialized Education:

**How You Will Be Evaluated:**

We will review your résumé and transcripts(s) to ensure you meet the basic qualification requirements. Applicants meeting basic qualification requirements will further be evaluated on the information provided in the **[Insert Supplemental Questionnaire]**. The **Supplemental Questionnaire** collects information on your education, training, and experience related to critical competencies, such as contracting/procurement, project management, planning and evaluating, influencing/negotiating, writing, oral communication, and customer service.

**Benefits:**

The Federal Government offers a comprehensive benefits package. Explore the major benefits offered to most Federal employees at [www.usajobs.gov/EI/benefits.asp#icc](http://www.usajobs.gov/EI/benefits.asp#icc).

**Other Information:**

**Veterans' Preference:** If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your résumé. Your veterans' preference entitlement will be verified by the employing agency. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

**Interagency Career Transition Assistance Program (ICTAP):** To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at [Agency must define well-qualified.] or above on the rating criteria for this position. For information on how to apply as an ICTAP eligible see [http://www.opm.gov/rif/employee\\_guides/career\\_transition.asp#ictap](http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap).

**How To Apply:**

Your complete application will include:

1. Résumé
2. Official, unofficial transcript(s), or a list of courses with completion dates, grades, and quarter and/or semester hours received
3. Additional documents (e.g., Veterans' Preference documentation, proof of ICTAP eligibility), if applicable

You may also submit a cover letter with your résumé.

You may either apply Online or deliver your application package via [Insert agency procedure].

**Contact Information:**

Your Name  
Phone: 202-000-0000  
Fax: 202-606-1768  
Email:  
youremailaddress@youragency.gov

Agency Information:  
Your Agency Name  
1 Main Street  
1900 E STREET NW  
Washington, DC 20415  
US  
Fax: 202-606-1768

**What To Expect Next:**

After all application packages have been received, we will review your résumé and transcript(s) to ensure you meet the basic qualification requirements. We will then evaluate each applicant who meets the basic qualifications on the information provided in the Supplemental Questionnaire and may interview the best-qualified applicants. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 40 days after the deadline for applications.

**EEO Policy Statement:** <http://www.usajobs.gov/eeo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

**Control Number:**