

**Job Title: CONTRACT SPECIALIST, GS-1102-13****Job Announcement Number:****Series & Grade:** GS-1102-13**Open Period:** Thursday, February 04, 2010 to**Position Information:** Full-time Permanent**Who May Be Considered:** United States 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
- have ever felt the need to be part of the solution and know you could make a difference
- are skilled in negotiating the best value for goods and services
- have a passion for aligning products and services with customer needs

Then look no further, we have just the job for you!

If you have experience providing procurement/contracting services 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 seasoned contracting professional, you are responsible for pre-award and post-award functions involving highly specialized procurements of significant importance to the agency or long-term supply and service contracts. You act as a business advisor to program officials in developing a variety of options and alternate strategies to meet mission needs and promote customer satisfaction. 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:

- Collaborating with program managers to plan, develop, and implement an acquisition strategy;
- Utilizing a variety of contract types and contracting methods to procure items and/or services;
- Establishing priorities and deadlines for multiple projects:

- Preparing pre-solicitation documents and ensuring prospective contractors understand what is required under the proposed contract;
- Determining a supplier's responsibility and capability;
- Serving as a lead negotiator, negotiating the contract amount, terms, and conditions;
- Awarding contracts;
- Monitoring and evaluating suppliers' performance, interpreting contractual obligations, resolving problems, and taking corrective action as necessary;
- Negotiating terms and costs of contract changes; and
- Terminating contracts for the convenience of the Government or for default by the contractor.

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

You must have the following qualifications:

- a bachelor's degree that included or was supplemented by 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;
- completed all mandatory training prescribed by the agency for progression to GS-13 (or equivalent) or higher level contracting positions; and
- at least 4 years experience in contracting or related positions, at least one year of which must have been specialized experience at the GS-12 grade level (or equivalent experience).

Examples of specialized experience may include activities such as:

- 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.

[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.

### 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:**