

Job Title: CONTRACT SPECIALIST, GS-1102-5/7**Job Announcement Number:****Series & Grade:** GS-1102-5/7**Promotion Potential:** 12**Open Period:** Wednesday, January 27, 2010 to**Position Information:** Full-Time Permanent**Who May Be Considered:** Applications will be accepted from United States citizens and nationals.**Job Summary:**

*Do you enjoy providing quality customer service?

*Are identifying problems, analyzing facts, and making recommendations some of your strong suits?

*Are you a good communicator?

If you are interested in a contracting career, 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 so the United States Government can accomplish its mission. If you are a new professional, **[Insert your agency's branding/marketing/mission information-agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]**

You can go from \$30k-\$70k in 5 years! Great Benefits Package: paid vacation, sick days, holidays, health and life insurance and an excellent retirement package!

Year 1 \$31,751 (GS-5) Year 2 \$39,330 (GS-7) Year 3 \$48,108 (GS-9) Year 4 \$58,206 (GS-11) Year 5 \$69,764 (GS-12)

For additional information about careers in other contracting careers, click here: <http://www.fai.gov/faic/>

Key Requirements:

- U.S. Citizenship or National
- Registered for Selective Service, if applicable (See Other Information)
- Degree or at least 24 semester hours in fields outlined (See Qualifications)
- Résumé and supporting documents (See How to Apply)
- Complete the Occupational Questionnaire (Takes approx. 15 minutes)
- Suitable for Federal employment

Major Duties:

As a contracting professional you are a strategic member of a team. You collaborate closely with program and technical managers trusted with key projects. You also work with other agencies and private sector contractors. Most importantly, you are in a pivotal role from day one. Typical work assignments include:

- Work with customers to identify their needs
- Write basic requests for proposals for services or supplies
- Evaluate bids or proposals
- Negotiate contracts for services or supplies
- Purchase services, supplies, equipment or other items
- Monitor contracts

Assignments will become more complex as your training and experience progresses.

Qualifications:

[DoD insert qualification requirements.]

You may start at \$31,751 (GS-5) per year if you have the following qualifications:

[Agencies should insert the correct salary depending on location]

- A bachelor's degree from an accredited college or university in any major field of study, 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.

You may start at the higher \$39,330 (GS-7) salary if you have one of these additional qualifications:

[Agencies should insert the correct salary depending on location]

- A bachelor's degree with either a grade point average (GPA) of 3.0 based on a 4.0 scale; a 3.5 GPA (4.0 scale) for required courses completed in major field of study during junior and senior year of 4-year college or university; class standing of upper third of the graduating class in a major subdivision of college; or membership in a National Scholastic Honor Society certified by the Association of College Honor Societies
- One full academic year of graduate education or law school; OR
- One year of contracting experience such as

drawing conclusions and making recommendations by analyzing facts and information and making comparisons tracking status of requisitions, contracts and orders

using business arithmetic sufficient to compare prices on recurring types of procurements

drafting simple contract provisions and supporting documents

How You Will Be Evaluated:

We will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We

will evaluate each applicant who meets the basic qualifications on the information provided in the Occupational Questionnaire. The Occupational Questionnaire covers the following knowledge, skills and abilities/competencies: Customer service, decision making, influencing/negotiation, interpersonal skills, learning, oral communication, problem solving, self-management, teamwork and written communication.

The Occupational Questionnaire will take you approximately 15 minutes to complete the first time, and you can reuse your score when applying for other contracting positions.

Benefits:

Working for **[Insert agency name]** offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. **[Insert agency specific benefits/flexibilities that may be attractive to a new professional, e.g., student loan repayment, recruitment or relocation incentives, flexible work schedule, etc.]** The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here www.usajobs.gov/EI/benefits.asp#icc

Other Information:

Interagency Career Transition Assistance Program (ICTAP). ICTAP provides most eligible displaced competitive service employees with external selection priority over other outside candidates for competitive service vacancies that other agencies are filling the local commuting area as the employee's present agency from which the employee will be or was separated. If you believe you meet this criteria, you must apply and be found to be well-qualified. **[Insert agency definition of well-qualified]**. ICTAP eligibles must submit one of the following as proof of eligibility: a separation notice; a SF-50 "Notice of Personnel Action" documenting separation; an agency certification stating you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; or a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov.

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>.

How To Apply:

You may either 1) Apply Online or 2) deliver your application package via **[insert agency procedure]**. Your complete application package will include:

1. Résumé
2. Unofficial or official college transcript(s) listing all college courses completed, credit hours received for each course, major(s), and grade point average or class ranking
3. Occupational questionnaire

If you are applying online, click here to complete the Occupational Questionnaire (this should take

approximately 15 minutes the first time, with the option to reuse your scores)

If you are **NOT** applying online,

i. click here to download the questions

ii. click here to download the form you must record your responses on

If faxing in your application package:

Attention: **[Insert name of contact]**

[Insert telephone number]

Send Mail

[Insert complete address]

USA

All electronic submissions or faxes must be submitted and received by **[Insert time]** Eastern Time **[Insert closing date]**. All mailed résumés and/or supporting documents must be received by **[Insert closing date]**. **[Insert agency application receipt procedures if different.]**

Contact Information:

Enter Contact Information Here

Agency Information:

Agency

What To Expect Next:

After all application packages have been received, we will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided in the Occupational 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.

[Insert name of contact]

Phone: **[Insert contact's phone number including area code]**

TDD: **[Insert TDD phone number including area code]**

Email: **[Insert contact's email address]**

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: