



# MERIT PROMOTION JOB OPPORTUNITY

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**Announcement Number:** 08-674  
**Position Title:** Contract Specialist  
**Series and Grade:** PG-1102-13  
**Salary Range:** \$82,961-\$107,854  
**Promotion Potential:** None  
**Opening Date:** 09/11/08  
**Closing Date:** 09/24/08  
**Location of Position:** Office of the Chief Acquisition Officer, General and Paper Acquisitions  
**Number of Openings:** One  
**Type of Appointment:** Permanent  
**Work Schedule:** Shift 1  
**Who May Apply:** Permanent GPO Employees

## **MAJOR DUTIES:**

This position is located in Acquisition Services business unit. The incumbent is a Senior Contract Specialist in Acquisition Services and is responsible developing and negotiating a variety of complex and large dollar value contracts. The incumbent is responsible for the total administration, (the oversight of a contractor's performance pursuant to the fulfillment of the terms, conditions, and specifications of a contract), of assigned contracts. Determines the best methods of administration considering policy and regulations, urgency of requirements, location of the contractor, etc. Processes and negotiates a variety of complex acquisitions for paper, envelopes, cartons, supplies, equipment, construction, IT and services from initiation of procurement to recommendation for award of contract. Evaluates bids, performing cost/price analysis, obtains audits and pricing reports, negotiates price and/or technical issues, ensures contractor is eligible for award and prepares documentation. Serves as a Contracting Officer authorized to solicit contractual proposals, negotiate, enter into, execute, administer and terminate public contracts. Monitors the contractors operations and maintenance. Provides training and orientation for the contracting officer representatives, (COR), and provide input into the performance appraisals for these COR, if necessary. Performs other duties as assigned.

## **QUALIFICATIONS NEEDED:**

### **Basic Requirements:**

- A. Completion of all mandatory training prescribed by the head of the agency (if applicable) for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

**AND**

- B. A 4-year course of study leading to 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.

- C. **Exceptions:** Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
- D. **Waiver:** When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience. With respect to each waiver granted under this Paragraph D, the senior procurement executive must document for the record the basis of the waiver. If an individual is placed in a position in an agency on the basis of a waiver, the agency may later reassign that individual to another position at the same grade within that agency without additional waiver action.

**In addition to the above basic requirements:**

Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level. Specialized experience is experience which has equipped the applicant with the specific knowledge, skills, and abilities needed to perform successfully in the position described above. Examples of specialized experience include: processing and negotiating a complex acquisition, administering contracts in accordance with statutes and policies, and analyzing cost proposals.

**All qualifications must be met by the closing date of this announcement and unless you have previously been employed by the Federal Government as a PG-1102 series, you MUST verify completion of the basic education requirement by submitting a copy of your official college transcript with the application. Failure to do so will result in a loss of consideration.**

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

**Knowledge, Skills, and Abilities (KSAs) required for this position:**

1. Demonstrated knowledge and ability to apply Federal and GPO regulations, statutes and GPO instructions.
2. Demonstrated knowledge of formal contract and negotiation procedures and the administration of such contracts.
3. Skill in analyzing cost proposal to ensure costs are allowable, reasonable, allocable and consistent with Federal and GPO regulation.

4. Ability to develop and plan negotiation strategies, conduct negotiations, and prepare necessary documentation to support award recommendations.
5. Ability to communicate and interact effectively both orally and in writing with internal and external customers.

### **HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

**STEP 3:** Prepare separate narrative responses to each of the KSAs listed in this announcement.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

#### **Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

#### **For Additional Information:**

Aisha Maxwell  
HR Consulting Services  
Phone: (202) 512-0666  
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

GPO is an equal employment opportunity employer.