



MERIT PROMOTION
JOB OPPORTUNITY
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Announcement Number: 08-706
Position Title: Contract Specialist
Series and Grade: PG-1102-9/11/12
Salary Range: \$48,108-\$90,698
Promotion Potential: None
Opening Date: 11/25/2008
Closing Date: 12/9/2008
Location of Position: Office of the Chief Acquisition Officer, Various Sections
Number of Openings: Multiple
Type of Appointment: Permanent
Work Schedule: Shift 1
Who May Apply: Permanent GPO Employees

MAJOR DUTIES:

This position is located in various sections within the office of the Chief Acquisition Officer. The incumbent serves as the Contract Specialist responsible for all aspects of contracting transactions from receipt of purchase request to recommendation of award for the procurement of blank printing paper, envelopes and containers and various other materials, supplies, equipment and services for use by the Production and Administrative areas of the GPO. The incumbent inputs purchase requests, change orders, cancellations, and also monitor payment of procurement jobs using the Oracle System. Evaluates bids received and recommends award to the lowest bidder whose bid complies with all aspects of the solicitation. Prepares solicitations, sets up proposals, edits language, inserts special terms and conditions, secures technical or engineering specifications from appropriate personnel and appropriate contract clauses. Independently responsible for fulfillment of requisitions received from various divisions of the office, from initiation of procurement to recommendation for award of contract. Negotiates as required with potential contractors to obtain more technically responsive proposals or more reasonable prices. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Basic Requirements:

A. A 4-year course of study leading to a bachelor's degree with a major in any field;

OR

B. 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. Employees who occupy GS-1102 positions at grades 5 through 12 will be considered to meet the basic requirements for other GS-1102 positions up to and including those classified at GS-12. This includes positions at other agencies and promotions up through grade 12. However, employees must meet specialized experience requirements when seeking another position.

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: negotiating and awarding contracts; performing price/cost analysis and evaluating bids.

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 of Federal and GPO contract administration principles, policies, regulations, and procedures to administer various procurements.
2. Ability to research information and perform various analyses.
3. Knowledge of a variety of contract types, methods and techniques including fixed price, best value cost reimbursable, time and material, labor hour, multiple awards, and multi-year contracting.
4. Ability to develop or 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. 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.

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 (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.