



CONTRACT SPECIALIST (1102 Series)

Responsibilities

- Performs a range of contracting functions including award, administering, negotiating, terminating and closing out various types of cost and fixed price contracts.
- Performs a range of contracting functions including award, administering, negotiating, terminating and closing out various types of cost and fixed price contracts.
- Determines contractors eligible to bid/propose and whether or not sufficient competition is available.
- Coordinates responses to pre-bid/proposal inquiries and from those responses determine the need for and prepare solicitation amendments.
- Analyzes operations, methods and procedures in order to recommend changes necessitated by revisions in policy, procedures, or procurement management concepts.

Qualifications

Applicant must meet the following Department of Defense qualification requirements for 1102 contracting positions:

http://www.secnav.navy.mil/donhr/Documents/CivilianJobs/DoD_Qualification_Standard_For_GS-1102.pdf

And the title 10 requirements found here: <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title10-section1724&num=0&edition=prelim>

- 1) Administering a wide range of contract actions (e.g. firm fixed-price; cost reimbursement, time and materials, basic ordering agreements, contract scope determinations, contract modifications, justifications and approvals, business clearances, and awards) to perform pre-award and post-award functions;
- 2) Negotiating prices, terms and conditions, contract modifications, and settlements involving the procurement of supplies and services;
- 3) Interpreting relevant laws, regulations, policies, standards, or procedures to resolve specific contracting issues; and
- 4) Providing guidance in the planning of procurement strategies, preparation of statements of work and identifying potential contractors or sources. Note: This information must be supported in your resume to be considered for this position.

Education

Applicants must meet the following Basic Education Requirements of the Department of Defense Qualification Standard for Contracting Positions:

A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees;
AND



- 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. (This requirement can be obtained within the bachelor's degree or in addition to the degree.)

NOTE: The education requirements listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000, are exempt from meeting this requirement. Current military members who occupied a similar occupational specialty to the GS-1102 on or before September 30, 2000, and members of the Contingency Contracting Force are also exempt from meeting this requirement.

Clearance: Secret

Conditions of Employment

- Must be a US Citizen.
- Must be determined suitable for federal employment.
- You will be required to obtain and maintain an interim and/or final security clearance prior to entrance on duty. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a job offer or removal.