

Job Title: Contract Specialist
Department: Department Of Veterans Affairs
Agency: Veterans Health Administration
Sub Agency: VA Northwest Health Network (VISN 20)
Job Announcement Number: V20-10-21AW

Salary Range: 27,431.00 - 65,812.00 USD /year

Series & Grade: GS-1102-5/9

Promotion Potential: 9

Open Period: Thursday, April 01, 2010 to Friday, April 16, 2010

Position Information: Full-Time Permanent Monday - Friday 8:00am-4:30pm

Duty Locations: 2 vacancies - Vancouver or Tacoma, WA

Who May Be Considered: Applications will be accepted from current permanent VISN 20 employees only.

Job Summary:

The incumbent serves as a Contract Specialist with responsibility for performing professional work involving the procurement of supplies and services using sealed bid, competitive, and non competitive proposal procedures.

These positions are located in either Vancouver or American Lake (Tacoma), Washington within the Veterans Administration Northwest Health Network Veterans Integrated Service Network (VISN) 20.

The (VISN) 20, includes the states of Alaska, Washington, Oregon, most of the state of Idaho, and one county each in Montana and California. Our network of health care facilities is comprised of six medical centers one independent outpatient clinic, one rehabilitation center, 21 community based outpatient clinics (CBOCs), and one mobile clinic. Other services include seven nursing home care units, two homeless domicillaries, and 14 readjustment counseling centers.

****You must specify on your application the grade level(s) (GS-5, 7 or 9) and the location (Vancouver or Tacoma) for which you are applying****

****THIS IS A BARGAINING UNIT POSITION****

Key Requirements:

- U.S. Citizenship

Major Duties:

The incumbent will serve as a Contract Specialist with responsibility for performing professional work involving the procurement of supplies and services using sealed bid, competitive, and non competitive proposal procedures. These are developmental positions, leading to the target grade of GS-09. The incumbent will perform developmental assignments intended to broaden skills and provide practical experience leading to progressively more complex assignments performed under progressively less supervision.

These positions will procure supplies or services, primarily through formal advertising or the use of negotiation techniques; evaluate bids or proposals for compliance with specifications or purchase descriptions and applicable clauses; review requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents; recommends method of procurement (e.g. commercial item, competitive, non-competitive, etc.); performs other assignments of similar difficulty that have been selected with a view to developing advanced skills, such as administering the negotiated and formally advertised contracts; monitoring the progress of contractors; preparing change orders and participating with higher graded specialists in the procurement of technical items.

Qualifications:

QUALIFICATIONS:

This position has a Basic Requirement and Applicants MUST provide copies of college transcripts to verify meeting education requirement). If met, you will qualify at the GS-5 level:

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

GS-7: One (1) year specialized experience equivalent to at least the GS-5 grade level in the Federal service OR Masters or equivalent graduate degree or LL.B. or J.D.

GS-09: One (1) year specialized experience equivalent to at least the GS-7 OR 3 full academic years of progressively higher level graduate education or Ph.D., or equivalent doctoral degree.

Specialized experience: Specialized experience is defined as experience that demonstrates knowledge of contracting principles, laws, statutes, Executive Orders, regulations and procedures applicable to procure and/or administer contracts for a variety of specialized equipment, services, and/or construction, or to conduct studies of problem areas and develop standard methods and operating procedures.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report attendance and/or degrees from only these schools. Applicants can verify accreditation at the following website: www.ed.gov/admins/finaid/accrued/index.html . All education claimed by the applicant will be verified by the appointing agency accordingly.

Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

You must be a U.S. citizen to qualify for this position.

Time-In-Grade Requirements (TIG): Applicants must have served a minimum of 52 weeks of service at the next lower level.

You will need to successfully complete a background security investigation before you can be appointed into this position.

You must meet all qualification requirements by the closing date of the announcement.

You will be required to do occasional travel.

How You Will Be Evaluated:

You will be evaluated to determine if you meet the minimum qualifications required; and on the extent to which your application shows that you possess the knowledges, skills, and abilities associated with this position as defined below. When describing your knowledges, skills, and abilities, please be sure to give examples and explain how often you used these skills, the complexity of the knowledge you possessed, the level of the people you interacted with, the sensitivity of the issues you handled, etc.

*****On a separate piece of paper, provide a detailed written response to each of the KSAs below. Failure to respond to rating factors will result in applicant not being referred for the position. *****

- 1. Knowledge of contracting laws, regulations, principles, policies and procedures with respect to federal acquisition.**
- 2. Ability to effectively work individually or as a team member to plan, solicit, award and administer a wide variety of supply and service contracts.**
- 3. Skill in communication and negotiation techniques to conduct contract negotiations and meet and deal with high level business, industry, and/or Government officials.**
- 4. Ability to plan and execute work, analyze organizational and operational problems and develop solutions.**

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

All required information must be received in this office by the closing date. If materials are not received, your application will not be considered.
The materials you send with your application will not be returned.

If you fax your application, we will not consider it.

*****Send only the required materials needed to evaluate your application. Do not send certificates or references unless requested to do so. If you are mailing your application please use only standard weight paper and do not fold or staple documents. Please do not place your application in a notebook or binder.*****

If you are selected at a grade lower than the highest shown in this listing, you will be placed under a career development plan and can be non-competitively promoted when you successfully complete the requirements for the higher grade.

This announcement may be used to fill additional like vacancies in the announced duty location(s).

How To Apply:

You must submit your application so that it will be received by the closing date of the announcement.

Applicants must submit the following for consideration:

1. '**Application for Federal Employment**' (OF-612), or resume containing the information listed in the US Office of Personnel Management brochure 'Applying for a Federal Job' (OF-510). (*Required*)
2. A narrative statement addressing the Knowledge, Skills and Abilities (**KSAs**) listed in this announcement. (*Required*)
3. **SF-50**, Notification of Personnel Action (if applying as a current or former federal employee).
4. A copy of you **Transcripts** documenting required education. (*Required*)

5. An **OF-306**, Declaration for Federal Employment (*version dated January 2001*) must be submitted prior to employment.

Complete application packets may be mailed to:

Department of Veterans Affairs, Bldg 17, Suite C402, 1601 E. 4th Plain Blvd., VISN 20 Human Resources (Attn: Angie Code 10N20), Vancouver, WA 98661

OR

Submitted electronically to:

VISN20HRSTAFFING@va.gov

*****Do not submit duplicate applications for this vacancy*****

Contact Information:

Angie Williams
Phone: 360-567-4677

Agency Information:
Department Of Veterans Affairs
1601 E 4TH Plain Blvd
Bldg 17, Suite 402
Vancouver, WA 98661
US

What To Expect Next:

Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

EEO Policy Statement: <http://www.usajobs.gov/eo>

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>