



**DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES
CAREER OPPORTUNITY
*Contract Specialist, GS-1102-13***

BECAUSE OF THE RECENT DISRUPTION IN MAIL SERVICE, APPLICANTS ARE STRONGLY ENCOURAGED TO E-MAIL OR FAX THEIR APPLICATIONS. PLEASE REFER TO "APPLICATIONS PROCEDURES" DESCRIBED IN THIS ANNOUNCEMENT. APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.

VACANCY ANNOUNCEMENT NUMBER 2002-148VJ

Issue Date: April 22, 2002

Salary: \$66,229 - \$86,095

Promotion Potential: None

Tour of Duty: Full-Time

Location of Position: 601 13th Street, NW, Washington, DC

Closing Date: April 29, 2002

(Applications must be postmarked by the closing date)

Number of Positions: One

Number of Hours/Week: 40

Additional information is provided on the reverse side of this announcement for Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities.

A full time (40 hours per week) position is available for a Contract Specialist in the organization of Community Development Financial Institutions Fund (CDFI). The Fund is charged with promoting economic revitalization and community development primary through investment in and assistance to CDFIs and through encouraging insured depository institutions to increase lending, financial services and technical assistance to CDFIs and within distressed communities throughout the United States. Among other things, the Fund provides grants, loans, deposits, equity investments and technical assistance to organizations engaged in community development finance.

The incumbent serves as the Contract Specialist reporting to the Financial Manager. The Financial Management staff prepares documents for data entry, reconciles and validates the accuracy of accounting, budget and contracting reports, assures funds availability, formulates and executes the budget, and prepares internal and external financial accounting, budget and contracting reports. The contracting function is an integral part of these responsibilities.

Questions regarding this position may be answered by contacting Vera Jones at (202) 622-1104 or Jane Moody at (202) 622-1152

A copy of this vacancy announcement is also available through OPM's web site at www.usajobs.opm.gov or Treasury's web site at <http://intranet.treas.gov/sites/tvas>.

You may email your application to vera.jones@do.treas.gov or fax your application to (202) 622-0161.

Rating Factors:

1. **Demonstrated knowledge and experience with procurement rules and regulations pursuant to Federal Acquisition Regulations for small purchases, competitive source procurements, and administering contracts.**
2. **Demonstrated ability in the pre-award phase of contract administration to include developing statements of work, identifying potential qualified bidders by using available bidder's list through GSA and other sources, and developing the government's cost estimate.**
3. **Demonstrated knowledge and experience in developing and establishing reimbursable agreements for goods and services for a federal entity.**
4. **Demonstrated effective written and oral communication skills.**

Qualification Requirements: In accordance with the Office of Personnel Management's Group Coverage qualification standard for Administrative and Management Positions, dated 3/99, all candidates must possess one year of specialized experience.

Veterans, Status Candidates and Persons Eligible Under Special Appointing Authorities: This announcement is a solicitation for applications from current permanent Federal employees in the Washington Metropolitan Area for competitive promotion consideration. It does not, however, restrict the right to consider or select applicants from any other recruitment source such as reassignment, appointment, demotion, transfer, reinstatement or special appointing authorities such as those for veterans who are preference eligible, veterans readjustment appointment (VRA) eligibles, and persons with disabilities.

Veterans Employment Act of 1998: The Veterans Employment Opportunities Act of 1998 permits an agency to appoint eligible veterans who have applied under an agency merit promotion announcement open to candidates outside the agency. To be eligible for appointment, a candidate must be a preference eligible or veteran separated after 3 or more years of continuous active service. Veterans who were released shortly before completing a tour are considered to be eligible.

Employment of People with Disabilities: The Departmental Offices provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Specialized Experience: Specialized experience is experience which provides the applicant with the particular knowledge, skills, and abilities (KSA's) to successfully perform the duties of the position and which is typically related to the work of the position to be filled

- **Knowledge and experience with procurement regulations:** Incumbent is the senior person within the organization with responsibility for successful completion of all procurement actions. This duty requires the incumbent to have in-depth knowledge of procurement regulations under Federal Acquisition Regulations, and procedures for completing a procurement action. Included in the incumbent's responsibilities is the ability to conduct research to address any procurement issues that may arise.
- In certain situations, the Fund will need to procure goods and services in the quickest manner possible. Accordingly, procurement includes not just the process for contracting goods and services, but also includes knowledge of the various types of procurements (for example, micro purchases) and the

related guidance for contracting for each type of procurement. The incumbent needs to have knowledge of the various types of procurement actions to enable the Fund to obtain such good and services in the quickest manner possible. Procurement also includes reimbursable agreements entered into with other Federal agencies and Treasury bureaus.

- **Knowledge and experience in the pre-award phase of contracting:** This position requires experience in the pre-award phase of a contract. The pre-award phase includes the process for identifying potential bidders for a procurement (for example, through use of GSA's MOBIS schedule and other related schedules), estimating the cost for procurement, drafting a statement of work, and reviewing the technical and cost proposals submitted by the **Knowledge and experience in administering contracts:** Position requires experience in the administration of contracts to ensure that they are carried out in conformity with the statement of work and with all applicable laws and regulations. This includes working closely with the Government Technical Representative (GTR) to ensure that amounts billed represent work received, that work is completed according to schedule, that any conflicts are addressed in a timely manner according to the applicable laws and regulations, and that the final work product is provided accordingly the contract at a fair price.
- **Effective written and oral communication:** The contract specialist is responsible for communicating with a variety of people, including personnel within the CDFI Fund, the Bureau of Public Debt, and various bidders and contractors. This communication is both oral and written. Due to the critical nature of contracting actions, this communication needs to be clear and concise. Accordingly, the ability to communicate effectively is a requirement of this position.

Basis for Rating: Applicants will be evaluated for this position based on their relevant experience (including voluntary experience), education, training, and awards as reflected in their application as of the closing date of this announcement. Status applicants will be rated and ranked based on values that are assigned to your experience to determine the best qualified. Therefore, to receive full consideration, applicants are encouraged to address the rating factors listed below. These rating factors may be addressed by using plain paper. Training records, awards, and supervisory appraisals will also be considered in the ranking process.

Time-in-Grade: Status applicants applying under merit promotion procedures must meet the time-in-grade requirements outlined in 5 C.F.R., Subpart F, i.e., at least 52 weeks at the lower grade level.

Application Procedures: In order to assist you in preparing your application package, instructions and checklist are included in your application package.

E-mail your applications to the point of contact address on page 1 of this announcement. Fax any necessary support documents that you are unable to e-mail (e.g., Standard Form 50 (SF-50), documentation of CTAP/ICTAP eligibility, etc.)

Fax applications and any support documents to (202) 622-0161. Please mark each faxed page with your name, social security number, and the vacancy announcement number.

Mail applications must be postmarked by the closing date of the vacancy announcement. Application packages may be mailed to Department of the Treasury, Departmental Offices, Office of Personnel Resources, Room 6213, Metropolitan Square, 1500 Pennsylvania Avenue, NW, Washington, DC 20220. However, because of the disruption in mail service, you are strongly encouraged to e-mail or fax your application.

Applications sent in government postage paid envelopes **WILL NOT** be considered. Applications received under this announcement will not be returned. Therefore, do not submit original documents that you will need for your personal records. Copies will be accepted.

If you would like to use the Optional Application for Federal Employment, OF-612, you may find a text version at www.usajobs.opm.gov/of612.htm. Reference the first (text) version on the web page. You may also find a Resume Builder, which will allow you to save a text file resume at <https://resume.usajobs.opm.gov/>.

Note for CTAP/ICTAP Eligibles: Treasury Career Transition Assistance Program (CTAP) eligibles in the local commuting area who are determined to be “well-qualified” for this position will be given selection priority consideration. Interagency CTAP eligibles in the local commuting area who are determined to be “well-qualified” for this position may apply for special selection priority over other candidates for this position. Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply under the Veterans Employment Act of 1998. In accordance with Treasury’s Career Transition Assistance Plan, a CTAP/ICTAP eligible will receive special selection priority consideration if 1) applying at or below the grade level from which separated with no greater promotion potential than the position from which separated, 2) is within the commuting area, and 3) is determined to be “well qualified” for this position. To be determined “well-qualified,” a candidate must be able to demonstrate that he/she has had specialized experience in the community development industry, including development finance. Candidates must submit documentation of eligibility under the Department of the Treasury CTAP/ICTAP for special selection priority: i.e., a copy of the certification/displacement letter, along with all other items listed in the “How to Apply” section of this announcement.

Relocation expenses are not authorized.

Recruitment bonus is not authorized.

This is a permanent position.

Non-critical Sensitive - This position has been designated non-critical sensitive. The individual selected for this position will be subject to the necessary security investigation.

Executive Branch agencies are barred from accepting or considering prohibited political recommendations and are required to return any prohibited political recommendations to the sender.

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION/NONAFFILIATION, GENETIC INFORMATION, MARITAL STATUS, OR PARENTAL STATUS.

APPLICANT CHECKLIST

This checklist is provided to assist you in preparing your application package. The items marked by an asterisk are **REQUIRED** and must be included in your application package for you to be considered for this position.

JOB INFORMATION

- *Updated SF-171, "Application for Federal Employment," OF-612, "Optional Federal Employment Application," or "Resume," or any other format your choose.
- Announcement Number
- Title and grade of the position applying for.
- Identify the lowest pay or grade level you will accept. *(You will not be considered for jobs which pay less than you indicate.)*
- *Copy of most recent (nonperformance/non-incentive award) SF-50B, "Notification of Personnel Action." *(Status applicants only.)*

PERSONAL INFORMATION

- First, last & middle name
- Mailing address *(with ZIP Code)*
- Social Security Number
- Day and Evening Phone Numbers *(with area code)*
- Country of Citizenship
- Highest Federal civilian grade held. Include job series and the dates you were at this grade level.

WORK EXPERIENCE

- Describe specific duties & responsibilities.
- Include paid and volunteer work experience. *(Include title, grade & series if applicable)*
- Performance Appraisal
- Indicate if we may contact your supervisor.

OTHER QUALIFICATIONS

- Job-related skills, accomplishments, and awards, (i.e. awards or special fellowships received, i.e., typing proficiency, skills with computers, speaking other languages, public speaking, membership to professional orgs.)
- Job-related qualifications must be described
- Job-related certificates & licenses *(current only)*
- Job-related training courses *(title and year)*
- Rating factors identified on the previous page. *(Factors may be addressed on bond paper.)*

INFORMATION FOR VETERANS

- DD Form 214
- Proof of veterans' preference if applicable.

PERSONS WITH DISABILITIES

- Letter of eligibility from the appropriate State Department Rehabilitation Service. *(This document is to be provided only if you are applying under a special appointing authority for individuals with disabilities.)*

EDUCATION

- High School, address & zip code
- Date of diploma or GED.
- Colleges & Universities, address & zip code
- Identify majors, degree received, & date graduated (If you have not received your degree, show total credits earned and indicate whether semester or quarter hours)
- *College transcripts. *(If applicable)*