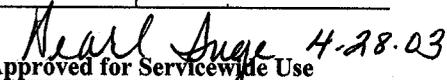


<b>POSITION DESCRIPTION</b> <i>(Please Read Instructions on the Back)</i>							1. Agency Position No. S000075		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input checked="" type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Standard Position Description				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive	
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Contract Specialist			GS.	1102	7		
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>					17. Name of Employee <i>(if vacant, specify)</i>				
18. Department, Agency, or Establishment <b>U. S. Department of the Interior</b>					c. Third Subdivision				
a. First Subdivision <b>U. S. Fish and Wildlife Service</b>					d. Fourth Subdivision				
b. Second Subdivision <b>Regions</b>					e. Fifth Subdivision				
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee <i>(optional)</i>				
20. <b>Supervisory Certification.</b> <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>					<i>this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>				
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>				
Signature _____ Date _____					Signature _____ Date _____				
21. <b>Classification/Job Grading Certification.</b> <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>					22. Position Classification Standards Used in Classifying/Grading Position GS-1102, 12/83				
Typed Name and Title of Official Taking Action					<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				
Signature _____ Date _____									
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

  
 Approved for Servicewide Use

## **Contract Specialist GS-1102-7**

### **A. INTRODUCTION**

The purpose of this position is to serve as an advanced trainee Contract Specialist for the US Fish & Wildlife Service with responsibility for performing professional work involving the procurement of supplies or services using formal advertising or negotiation procedures. Some examples of items procured would include: construction material, heavy equipment, small construction projects, architect-engineer (A-E) services, janitorial services, ADP programming services, ADP hardware and software, various supplies in support of the hatchery/refuge facilities, contracts for installation of building equipment systems.

### **B. MAJOR DUTIES**

The contract specialist performs developmental and/or recurring assignments in a centralized procurement activity. The specialist procures supplies or services primarily through formal advertising, or through limited use of negotiation techniques. Negotiated transactions are usually developmental assignments designed to increase the employee's skill and knowledge. Requirements involve standardized specifications and established markets. Typical examples include equipment, ADP, services, and supplies.

Reviews 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.), and selects clauses to cover specialist conditions, such as inspection and acceptance, marking and packaging, quantity variation, price differential, or transportation costs. Contacts technical personnel to resolve questions of applicability of specifications, classifications of terms, or acceptance of substitute items.

Evaluates bids or proposals for compliance with specifications or purchase descriptions and applicable clauses. Considers financial capability of suppliers by evaluating contract performance on previous contracts. Meets with commercial representatives to discuss procurement needs, quality of items or services, current market prices, or delivery schedules.

Performs other assignments of similar difficulty that have been selected with a view to developing advanced skills, e.g., administering the negotiated and formally advertised contracts assigned; monitoring progress of contractors; preparing change orders; participating with higher graded specialists in the procurement of technical items using the formal advertised method where the items are manufactured to special specifications and are complicated by restricted price bidding, special processing, or packing and packaging specifications.

Coordinates contracting activities with other Government agencies having interrelated requirements, e.g., obtaining wage rate information from the Department of Labor, requesting audit reports or preaward surveys from Defense Contract Audit Agency or Defense Contract Administration Services for higher graded contract specialists, and advertising work to be published in the Federal Business Opportunities (FedBizOpps) and the Interior Department Electronic Acquisition System (IDEAS).

## C. FACTORS

### 1. KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of basic procurement procedures and techniques to carry out recurring assignments involving use of the formal advertised method.

Knowledge of negotiated procurement procedures, and the laws, regulations, and precedents governing procurements by this method, to perform developmental assignments or segments of large procurement actions.

Skill in solving practical problems relating to transportation, commodity usage, interchangeabilities, and pricing matters as they relate to the development of specifications or to contract administration involving product quality.

Knowledge and skill to draw conclusions and make recommendations by analyzing facts and conditions, and making comparison of prices, discounts, delivery dates, or handling charges.

Knowledge of writing techniques to present factual information clearly. Skill in interpersonal work relationships and making oral presentations.

Familiarity with business practices and market conditions applicable to program and technical requirements.

### 2. SUPERVISORY CONTROLS

Assignments are made with general instructions as to what is to be done, time frames, and priorities, including discussions as to problems to be anticipated. When aspects of the work are new or unusual, the supervisor specifies sources of information or precedents. The employee selects work methods to use in individual transactions within established procedures but is expected to obtain advice from the supervisor or senior specialist on unanticipated problems. The supervisor or a higher grade contract specialist monitors the work in progress and reviews the recommendations made by the employee to ensure that adequate analysis has been made and that recommendations are supported by sound judgment and adequate justification.

### 3. GUIDELINES

Guidelines included procurement regulations, procedural manuals, and established contracting procedures and precedents. The employee uses judgment in selecting among authorized contracting methods and techniques, and in the application of the Federal Acquisition Regulations (FAR), Department of Interior Acquisition Regulations (DIAR), Simplified Acquisition Handbook and USFWS Administrative Manual. The supervisor is consulted when guidelines are not directly applicable or deviations are proposed.

### 4. COMPLEXITY

Assignments are designed to provide diversified experience as a foundation for future responsibility. The employee performs complete procurement transactions for commodities involving few complexities, i.e., items covered by standardized specifications where established competitive markets exist. Items are procured primarily through formally advertised bid procedures and firm fixed-price contracts using standard clauses. Also included are developmental assignments for the acquisition of technical items, and transactions requiring the use of basic negotiated procedures. The employee solicits sources

of supply and analyzes prices, discount rates, delivery dates, transportation charges, previous performance of suppliers, current commitments, financial capability, and recommends the most advantageous offer based on findings.

5. SCOPE AND EFFECT

The purpose of the work is to procure a variety of standard or technical supplies, and services, through formal advertising or negotiation. The work involves analyzing a variety of factors and conditions to make recommendations concerning such matters as proper preparation of invitation for bid, inclusion of special provision clauses in proposed contracts, evaluation of bids and proposals, and apparent responsibility of contractors based on previous performance. The employee's recommendations regarding the most advantageous offer support the organization or installation, or the work of higher level specialists.

6. PERSONAL CONTACTS

Personal contacts are primarily with other workers within the organizational unit or with program organizations. Occasional contacts are with representatives of commercial contractors or with other Government agencies, usually occurring in a moderately structured setting, e.g., the contacts are established on a routine basis.

7. PURPOSE OF CONTACTS

Contacts with other contract specialists are to discuss interpretations of contracting precedents and to coordinate work assignments. Contacts with customer organizations are to discuss and furnish information on clarity of specifications, potential sources, prices, and substitution of items. Contacts with suppliers are to discuss procurement needs, including the nature, quality, and condition of items or services; to obtain information concerning availability of items, delivery date, discounts, and similar information; and to reach an agreement through negotiation on a fair and reasonable price. Contacts with other Government agencies are to obtain performance data on prospective contracts, to obtain certificates of competence on small business firms from the Small Business Administration, and to obtain wage determinations from the Department of Labor for service contracts.

8. PHYSICAL DEMANDS

The work of this position is generally sedentary, although some time is spent inspecting or negotiating at contractor's facilities, visiting construction sites, or field offices. Visits to field sites may occasionally require walking on uneven terrain, prolonged standing (2 to 8 hours) and carrying light items.

9. WORK ENVIRONMENT

Work is normally performed in an office setting with periodic visits to the field offices. Occasionally the incumbent may be exposed to hazardous working area/conditions when visiting contractor's facilities or construction sites.