1102 – Supervisory Contract Specialist (GS-14)

Major Duties Required for This Position May Include:

- Provide authoritative advice and guidance to management in addressing complex issues affecting the procurement program.
- Responsible for all pre-award and post-award functions on assigned contracts; and acquisitions include all types of cost and fixed price contracts primarily for extensive technical services in support of the organization’s research programs.
- Perform cost/price analysis, including review of cost breakdowns to determine reasonableness and conformance to applicable regulations, directives, and policies.

Related Competencies

- Acquisitions Management
- Acquisition Planning
- Advising and Consulting
- Administrative Operations

Basic Requirements

Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher-level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to successfully perform the work of the position.

And

A 4-year course of study leading to a bachelor's degree, that included or was supplemented by 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
Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade.

Minimum Qualifications
In additions to meeting the basic requirements above, applicants must meet the minimum qualifications requirement as defined below:

GS-14 Specialized Experience Requirements
You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal Service. Specialized experience for this position includes:

- Providing leadership and direction to a staff in the area of contracting and acquisitions; analyzing and evaluating contract matters; initiating, developing and recommending contracting policies, procedures, guidance and control of contracting activities; and providing various support services including workforce planning and training, as well as acquisitions.

Note: There is no substitution of education for specialized experience at the GS-14 level.

Experience refers to paid and unpaid experience. Examples of qualifying unpaid experience may include volunteer work done through National Service programs (such as Peace Corps and AmeriCorps), as well as work for other community-based philanthropic and social organizations. Volunteer work helps build critical competencies, knowledge, and skills; and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.