Federal Maritime Commission
Office of the Managing Director

Supervisory Contract Specialist, GS-1102-15
(Director, Office of Management Services)
Occupational Assessment Questionnaire

Vacancy Announcement Number: 2014-05

Name: _____

SECTION I. This Section Relates To Minimum Qualifications For The Position.

Carefully read the following description of experience and education. Select the ones that best describe your qualifications for the GS-15, Supervisory Contract Specialist (Director, Office of Management Services). Make sure your application supports the responses that you select. You must address the specific specialized experience and education required for this position on your application or you will be rated "ineligible." Your application must include the average hours worked per week.

Specialized experience for this position is defined as: Experience that includes application of business concepts, principals, and practices involving building management and maintenance; building materials; construction techniques; personal property and asset management; supply distribution and inventory management; printing and copy management; the operation of mail and courier services; physical security and electronic security access for ID cards; and parking and transportation services.

In order to qualify for this position, you must be prepared to meet the conditions specified in items (A) **and** (B); or item (C). Please read the information for each of these items to answer the question that follows:

A. 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 GS-14 level in Federal service, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.
B. Completion of 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;
C. Exceptions: As of January 1, 2000, applicants in GS-1102 positions will be considered to have met the standard for positions they occupy. This 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, unless granted a waiver;

After reading the requirements above, select which choice best describes your experience and/or education:

- ○ A. I have carefully read the requirements and meet the criteria as stated under items (A) and (B) for advancement with one year of specialized experience at the next lower grade level as described in the vacancy announcement.
- ○ B. I have carefully read the requirements as stated under item (C). On January 1, 2000 I held a position in the GS-1102 Contract Specialist Series and also have one year of specialized experience at the next lower grade level as described in the vacancy announcement.
- ○ C. I have carefully read the requirements and request a waiver by the senior procurement executive of some or all of the requirements described under items (A) and (B).
- ○ D. I do not meet or exceed the education and/or experience requirements described in items (A) and (B) or in item (C).

SECTION II. This Section Relates To The Quality Of Your Experience And The Extent To Which You Possess The Competencies Required For The Position. For Each Task In The Following Group, Choose The Statement From The List Below That Best Describes Your Experience, Education, And/Or Training. Please Select Only One Letter For Each Item.

A. I have no education, training, or experience related to performing this task.

B. I have had education or training in performing the task, but have not yet performed it on the job.

C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

Competency: Contracting/Procurement
Competency Definition: Knowledge of and expertise in Federal Government contracting and procurement including contract negotiation and administration and all relevant statues and regulations. Examples from position.

Questions	A	B	C	D	E
Negotiates, coordinates and administers pre-award and post-award contracting functions.					
Performs the necessary contract activities consistent with Federal Acquisition Regulations (FAR) and contractual agreements.					
Monitors performance of contractors; negotiates forward pricing rates and claims, complex changes, and terminations or contract close-out; and procures technical services that may involve use and accountability for Government property.					

Competency: Technical Competence/Facilities Management
Competency Definition: Knowledge and practical application of business concepts, principals, and practices involving building management and maintenance, building materials, construction techniques, utility systems and environmental compliance; knowledge of the practices and techniques of design, development, and specifications for maintenance, repair and improvement projects; and ability to apply this knowledge when involved in planning facilities maintenance, repair, and reconfiguration construction. Examples from position:

Questions	A	B	C	D	E
Serves as acquisition and facilities authority and as such directs a program of managing Federal Acquisition Regulations (FAR), Federal Property Management Regulations (FPMR), decisions of various Boards of Contact Appeals, Comptroller General Decisions, and decision of the Courts.					
Procures facilities services, office supplies, furniture, equipment and services performed by a staff of Federal employees, and oversees the performance of the cross-servicing provided by the Administrative Resources Center at the Bureau of Public Debt.					
Directs supply distribution and inventory management, personal property and asset management, printing and copy management, the operation of the mail and courier services, physical security and electronic security access for ID cards, parking and transportation services.					

Competency: Customer Service
Competency Definition: Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people of varied backgrounds and situations; is sensitive to individual differences. Examples from position:

Questions	A	B	C	D	E
Uses tact and diplomacy when dealing with internal and external customers, vendors, etc.					
Develops network that encompasses both internal and external stakeholders.					

Competency: Problem Solving
Competency Definition: Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations. Examples from position.

Questions	A	B	C	D	E
Conducts in-depth analyses that cover economic, legal, and financial aspects of the activities of regulated entities					
Assesses the potential impact of actions that are under consideration.					

Competency: Team Building
Competency Definition: Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust. Develops leadership in others through coaching, mentoring, rewarding and guiding employees. Examples from position.

Questions	A	B	C	D	E
Guides team members to accomplish agency-wide project goals through constructive feedback.					
Works cooperatively with others in the organization to achieve a common goal.					

Competency: Oral Communication
Competency Definition**:** Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
Examples from position.

Questions	A	B	C	D	E
Explains the organization's position on a sensitive topic to an outside group.					
Presents analysis, findings and recommendations at high-level meetings.					

Competency: Writing
Competency Definition: Expresses facts and ideas in writing in a clear, convincing and organized manner.
Examples from position.

Questions	A	B	C	D	E
Prepares summaries of ad hoc studies, investigations and findings for use by organizational leaders.					
Documents analysis, findings and recommendations in a formal report.					