

Contract Specialist / Administrator

The U.S. Department of Energy at Brookhaven National Laboratory currently has several positions available for professional procurement candidates ranging from early career to expert. The purpose of the positions are to oversee the application of programs that ensure the compliance and effectiveness of purchasing systems. The responsibilities include reviewing purchasing policies, procedures, contracts, agreements, and individual transactions. Additionally, responsibilities include writing appraisal reports, providing feedback, informing management of issues, concerns, best practices, and providing recommendations for improvements.

The **senior-level contract specialist** employee will perform oversight of the purchasing system in the context of consistency to the Contractor's Policies and Procedures, the Federal Acquisition Regulations (where applicable), and sound business practices. This position requires an expert-level understanding of Federal Government contracting, ideally at FAC-C Level 3 or equivalent.

The **career opportunity contract specialist** will also perform oversight of the purchasing system in the context of consistency to the Contractor's Policies and Procedures, the Federal Acquisition Regulations (where applicable), and sound business practices. This position offers training through education and experience to become a proficient, expert contract specialist. This employee will be expected to achieve successive Contracting Officer certification levels, eventually leading to FAC-C Level 3.

All positions require individuals to have the following qualities:

- Attention to detail
- Ability to read comprehensive reports and contracts to discern key facts
- Ability to write reports based on information discerned
- Ability to communicate orally positions developed from interactions and materials reviewed
- Work under time-sensitive conditions
- Deliver reports and assessments within scheduled due dates provided by the supervisor
- Has successfully worked in teaming arrangements, gets along with others

Senior Contracting specialist GS-14/15: Already achieved FAC-C Level 3 or equivalent certification. Has at least ten years of progressively increasing contracting experience design of RFPs to award and administration of large procurements. DCAA/DCMA experience is a plus.

Career ladder Contract specialist GS 11/12/13/14: Has purchasing experience through association with a purchasing organization within any level of Government, university, or private industry.

The applications must be submitted through USAJobs at <https://www.usajobs.gov/job/634444000>