

******* JOB OPPORTUNITY*******
NON-APPROPRIATED FUND (NAF) POSITION

REANNOUNCEMENT

ANNOUNCEMENT NO: CNRSE/MWR 06-14A
POSITION TITLE: Contracting Officer; NF-1102-03
SALARY: \$13.86 p/hr with full benefits
LOCATION: CNRSE/MWR REGIONAL BUSINESS OFFICE

AREA OF CONSIDERATION: Local Commuting Area

OPENING DATE: June 24, 2014 **CLOSING DATE:** July 30, 2014
1st Cut Off: June 28, 2014

NOTE: Those persons who applied to announcement #06-14 need not reapply for this announcement

BRIEF DESCRIPTION OF DUTIES: Performs all aspects of contracting transactions for the procurement of supplies, equipment, materials and services within contract warrant authority; reviews requisitions and determines appropriate method of procurement; develops contract plans by reviewing history, market conditions and specifications; prepares and issues solicitation documents; performs cost/price analysis evaluations, negotiations and awards contracts; evaluates criteria and establishment of ranking factors in awarding contracts. Monitors all contracts that are awarded for compliance. Prepares and maintains contract files and logs and ensures required insurance certificates are current.

QUALIFICATIONS: Comprehensive knowledge of the Navy's non-appropriated fund and appropriated procurement practices. Must have a basic understanding of the federal acquisition regulations and defense federal acquisition regulations as they pertain to appropriated procurements for activities associated with quality of life and physical readiness programs. Must have a professional understanding of the competitive basis for all NAF contracting and a clear understanding of the contract process associated with NAF procurement. Must understand the requirements of the contract process and their relationships to each other, beginning with a purchase request through the solicitation, evaluation, award, delivery, and payment for the goods or services purchased. Must have the ability to review purchase requests for the purpose of determining which procurements are authorized as an appropriated fund purchase and which must be non-appropriated. Must be able to analyze various bids to determine if they are in accordance with regulations and that the award is the most favorable for the

activity. Must exercise tact and have the ability to work independently to resolve complex purchasing issues.

HOW TO APPLY: All interested applicants should submit an application OR resume in one of the following ways:

IN PERSON TO: MWR Personnel Office located in Bldg. 1 Langley Street; NAS Jacksonville, Florida

BY FAX TO: (904) 542-3424

SUBMIT VIA EMAIL TO: JAXS_NAS_MWRJOBAPPS@NAVY.MIL

NAF Application form and Request for Military Spouse Preference form can be picked up at the MWR Personnel Office or can be downloaded from www.facebook.com/nasjaxmwr or at <https://www.cnic.navy.mil/jacksonville>, click on "Fleet & Family Readiness" and then click on "Job Opportunities".

EMPLOYMENT PREFERENCE: If requesting any type of employment preference, supporting documentation must be submitted with the application/resume to prove preference eligibility. The submission of a preference does not guarantee a position.

SPOUSAL PREFERENCE: Spousal Preference can be used only once to gain regular full time employment in the commuting area but may be used multiple times for flexible type position.

To prove eligibility, you must submit the following with your resume/application:

- ✓ Request for Military Spouse Preference form
- ✓ Copy of spouses orders that state the "Ultimate Activity" is within the average commuting distance to NAS Jacksonville.
- ✓ A copy of the marriage certificate that provides proof that marriage occurred prior to the issuance of the orders.

CONDITIONS OF EMPLOYMENT:

Employment is contingent upon a successfully completed and positively adjudicated National Agency Check (NAC) or higher background clearance as required by the position or local security requirements.

It is Department of Defense (DoD) policy that all employees are to participate in the direct deposit/electronic funds transfer. We require this to be established within the first 60 days of employment.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.

We are an E-Verify employer.