

**Contract Specialists Position Description**

The incumbent serves as a contracting specialist, advisor, and technical authority on the full range of contracting and procurement functions for the assigned office. They are responsible for planning and carrying out broad contracting functions for high-dollar, long-term, highly visible, sensitive, and critical programs having Department-wide impact. The work requires close coordination with multiple Departmental components and representatives from other USG agencies and NGOs. Assignments include participation in strategy sessions, meetings, conferences, and negotiations that often involve exposure to classified or proprietary information and materials. Thus, the incumbent must be able to obtain and maintain a Secret or Top Secret clearance.

[Contracting Series, 1102 (opm.gov)](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/)