

# U.S. GENERAL SERVICES ADMINISTRATION



**“JOIN OUR TEAM AND SERVE YOUR COUNTRY AGAIN”**

**The U.S. General Services Administration (GSA):** GSA employees leverage the buying power of the Federal government to acquire best value for taxpayers and our federal customers. We exercise responsible asset management. We deliver superior workplaces, quality acquisition services, and expert business solutions. We develop innovative and effective management policies. GSA has been repeatedly named by the Partnership for Public Service as one of the “Best Places to Work in the Federal Government.” For information on the survey, please visit: [www.bestplacestowork.org](http://www.bestplacestowork.org).

## MANY AVAILABLE POSITIONS: WASHINGTON DC METROPOLITAN AREA

JOB SERIES	POSITION TITLE	GRADE LEVEL	DESCRIPTION
0343	Program Analyst	GS-9 thru 12	<ul style="list-style-type: none"> <li>Duties include performing analytical studies, quantitative and qualitative program analysis.</li> <li>Strategic assessment, organizational performance measures, related financial data, and performance management processes, and</li> <li>Assisting in developing computational and statistical reports.</li> </ul>
0501	Financial Management Analyst	GS-7 thru 12	<ul style="list-style-type: none"> <li>Duties consist of but are not limited to financial analysis and planning, tracking expenditures, preparing reports and financial statements, and participating in special projects.</li> </ul>
1102	Contract Specialist	GS-7 thru 12	<ul style="list-style-type: none"> <li>Duties will consist of learning acquisition pre-award and post-award functions which include performing industry analysis, developing acquisition plans, negotiating contracts, recommending and making contracts awards.</li> <li>Duties include performing analytical studies, quantitative and qualitative program analysis.</li> <li>Strategic assessment, organizational performance measures, related financial data, and performance management processes, and</li> <li>Assisting in developing computational and statistical reports.</li> </ul>
2003	Supply Systems Analyst	GS-7 thru 12	<ul style="list-style-type: none"> <li>Will play an important role in managing supplies for Federal civilian agencies and the United States military world-wide.</li> <li>Analyze, develop, and make recommendations on new programs and improvements to the supply system</li> </ul>
2130	Traffic Management Specialist	GS-7 thru 12	<ul style="list-style-type: none"> <li>Duties include but are not limited to reviews and researches customer needs and transportation problems to determine the most appropriate vehicle and/or solution to satisfy requirements.</li> <li>Reviews vehicle records to ensure vehicle repairs and maintenance occur timely. Based on vehicle records and information like utilization, age, and mileage, makes recommendations on which vehicles should be retained or replaced.</li> </ul>
2210	Information Technology Specialist	GS-7 thru 12	<ul style="list-style-type: none"> <li>Duties and responsibilities involve Information Technology (IT) support and assistance in the procurement of IT products and/or services to clients or prospective customers.</li> <li>Reviews requests for IT equipment, systems and design services. Reviews and performs limited studies on changing hardware, software and industry standards.</li> </ul>

## Requirements:

- Must be a veteran eligible for a VRA appointment or a disabled veteran eligible for a 30% or more disabled veteran appointment.
- More information on eligibility requirements for these special hiring authorities is available on [www.fedshirevets.gov](http://www.fedshirevets.gov)
- Many positions may require relocation where relocations expenses will not be paid
- Must be a U.S. Citizen
- **You must submit relevant supporting documentation (e.g., certification from state Office of Vocational Rehabilitation; DD-214 and VA letter; etc).**

### Enjoy great benefits as you make a difference

- ✓ Career paths with plenty of room to move and grow
- ✓ Flexible work schedules for a better work-life balance
- ✓ Excellent array of medical and dental plans
- ✓ Transportation subsidy
- ✓ Credit for active duty U.S. military service for leave accrual rate and retirement eligibility
- ✓ High-level trainings and certifications that will follow you anywhere you go
- ✓ 401(k)-like retirement benefits that stay with you throughout your career  
Life Insurance and Long Term Care Insurance
- ✓ Enjoy 10 paid holidays and 13 paid vacation days the first year (leave accruals increase based on years of service)

**How to Apply:** Please forward your resume, cover letter and required veterans supporting documents by close of business, **August 13, 2010**, to: [Hiringvets@gsa.gov](mailto:Hiringvets@gsa.gov) with **Subject line: GSA Special Veteran Hiring Initiative. Applications are reviewed immediately when they are received for qualification and then referred to hiring managers for further consideration.**

**Eligibility Requirements:** You must submit relevant supporting documentation such as certification from state Office of Vocational Rehabilitation; DD-214 (or Statement of Service Letter), VA letter; etc. More information on eligibility requirements for these special hiring authorities is available on [www.fedshirevets.gov](http://www.fedshirevets.gov).

To be considered for this position under **Veteran Recruitment Authority (VRA)** you must:

- be in receipt of a campaign badge for service during a war or in a campaign or expedition; **OR**
- be a disabled veteran, **OR**
- be in receipt of an Armed forces Service Medal for participation in a military operation, **OR**
- be a recently separated veteran (within the last 3 years), **AND**
- have been separated or discharged under honorable conditions (this means an honorable or general discharge), you are VRA eligible.

To be considered for these position under a **30% or More Disabled Veteran Appointment**, you must:

- be retired from active military service with a service-connected disability rating of 30% or more; **OR**
- have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more, **AND**
- have been separated or discharged under honorable conditions.

**Reasonable Accommodations:** GSA provides reasonable accommodations to applicants and employees with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please email [Hiringvets@gsa.gov](mailto:Hiringvets@gsa.gov). Reasonable accommodation decisions are made on a case-by-case basis.

**Equal Opportunity Employer:** All eligible and qualified candidates will be considered regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or other non-merit factors.