



***** AMENDED 02/23/2010 *****

MARINE CORPS BASE HAWAII

MCCS Personnel Office
 Box 63073 MCBH
 Kaneohe Bay, HI 96863-3073
 Fax 808-254-4888
www.mccshawaii.com

POSITION:	CONTRACTING OFFICE ADMINISTRATIVE SUPPORT ASSISTANT		
SALARY:	\$38,000.00-\$45,000.00 PER ANNUM (Salary commensurate w/exp)	SERIES NUMBER:	NF-0303-03
ANNOUNCEMENT #:	0044-10	OPEN DATE:	02/19/2010
LOCATION:	MCCS CONTRACTING OFFICE	FIRST CUT OFF DATE:	03/01/2010
AREA OF CONSIDERATION:	ALL SOURCES	HOURS: Mon-Fri; 8:00am-4:30pm **Hours subject to change based on business requirements**	
<input checked="" type="checkbox"/> REGULAR FULL TIME <input checked="" type="checkbox"/> COLA Included in Salary (subject to change)		<input checked="" type="checkbox"/> Resume/ Cover Letter Required <input checked="" type="checkbox"/> Background Check Required and/or Investigative Consumer Report	

DUTIES: This position coordinates and performs a wide variety of responsible administrative functions. Organizes flow of operational program processes in an office environment. Establishes status of actions on numerous contracts and program operations. May be delegated signatory authority for selected administrative matters. Reviews and interprets specifications/requirements for all procurement formats. Maintains official files. Advises staff on development and implementation of local administrative directives and procedures. Develops internal policies, procedures and work methods affecting contract administrative management operations. Ensures compliance by managers and supervisors by reviewing reports, contracts and procurement forms. Collects, compiles and organizes information and data to meet administrative procurement requirements. Prepares correspondence and drafts instructions. Facilitates methods for automating reports and correspondence. Uses a personal computer to transmit correspondence, create reports, databases, spreadsheets, graphics, slide shows and presentations. Provides administrative and training support to the MCCS NAF Purchase Card Program. Enforces Purchase Card policy and maintains internal controls for credit card program oversight. Handles Agency Program Coordination Card records and reports under the direct supervision of the installation APC. May perform support procurement functions such as gathering statistical data, obligating funds, maintaining stock of office supplies, making arrangements for special events; preparing and conducting briefs, presentations and training sessions; monitoring and distributing personnel paperwork such as selection and recruitment requests, personnel actions, training notices, performance reviews, position descriptions, individual development plans. May handle sensitive information that is proprietary, privileged, confidential or otherwise legally exempt from disclosure. Safeguards sensitive information and prevents unauthorized reading, printing, retaining, copying or dissemination of information, messages, or correspondence in accordance with rules and regulations. Provides World Class Customer Service with an emphasis on courtesy. Adheres to established standards of actively supporting the principles of the EEO program and prevention of sexual harassment. Performs other related duties as assigned. This is a white-collar position where occasional lifting up to 20 lbs may be required.

QUALIFICATION REQUIREMENTS: Three years of procurement experience that demonstrates broad knowledge of purchasing/contract principles and administrative practices. Skill to organize and coordinate multiple high visibility projects simultaneously. Skill to prepare documentation and presentations in proper format. Skill to operate a personal computer, and associated peripheral equipment and software; proficient in Word and Excel programs. Knowledge of a variety of procurement support functions such as gathering statistical data, monitoring and reporting on purchasing and contract agreements, obligating funds and maintaining stock of office supplies. Skill to deal with employees at various levels in the organization and to represent the division with customers external to the organization.

FILING INSTRUCTIONS: Submit a completed MCCS employment application, Resume and Cover Letter to the NAF Human Resources Office. An application may be obtained at the NAF Human Resources Office or by visiting our website at www.mccshawaii.com. Deliver required documents to Bldg. 219 MCBH, fax to (808)-254-4888 or mail to NAF Human Resources Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit online application through www.mccshawaii.com website by selecting MCCS NAF Job Listings and then choose Apply Now option. Failure to address these requirements will preclude consideration. Civil Service applicants should note portability of Civil Service benefits applies. **APPLICATIONS RECEIVED 03/01/2010 WILL BE GIVEN FIRST CONSIDERATION.**

SPOUSE PREFERENCE: Spouses of relocating active duty military members applying through the Spouse Preference Program must submit a written request/statement (*may be obtained from the MCCS Human Resources Office*) and attach a copy of sponsor's Permanent Change of Station (PCS) orders.

CONDITIONS OF EMPLOYMENT: The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

EQUAL EMPLOYMENT OPPORTUNITY: MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify NAF Personnel Office representative. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

DFWP: This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.