



# MERIT PROMOTION JOB OPPORTUNITY

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**Announcement Number:** 08-687  
**Position Title:** **Printing Services Specialist**  
**Series and Grade:** PG-1654-12  
**Salary Range:** \$69,764 - \$90,698  
**Promotion Potential:** None  
**Opening Date:** 10/02/08  
**Closing Date:** 10/16/08  
**Location of Position:** Customer Services  
Agency Publishing Services  
**Number of Openings:** One  
**Type of Appointment:** Career or Career Conditional  
**Work Schedule:** Shift 1  
**Who May Apply:** Permanent GPO Employees

## **MAJOR DUTIES:**

The incumbent is a Printing Services Specialist and is responsible for full-service, individualized liaison between the Government Printing Office and the customer agency. Provides a single focal point and source of advice and assistance for publishing and printing projects/services presented by customer agencies. Meets frequently with high-level management and printing officials from customer assigned agencies to confer/consult on planned requirements and problems. Investigates general problem areas and intercedes on the agency's behalf at GPO to effect corrections and to suggest preventive measures. Resolves customer agency complaints expeditiously, providing same or next-day service in most cases; applies Quality Assurance Through Attributes Program (QATAP) standards and remedies on all quality complaints. Works with customer agencies to determine ways in which multimedia needs can be filled effectively, proposing such changes in specifications and schedules as necessary to assure efficiency and economy. Evaluates responsibility of bidders (commercial contractors) considering the past and current performance, equipment and technical capabilities, and financial soundness. If undeterminable from the contractors' file, recommends a pre-award survey. Based on a favorable pre-award survey, recommends award to the Contracting Officer, and if required, through the Contract Review Board. Conducts or recommends pre-award surveys for on-site evaluation of contractors' facilities including: condition of structure and equipment, size and capacity of equipment, number and type of personnel, production and quality control measure in use, financial stability and technical competence. May conduct press-sheet inspections at contractors' facilities, usually with customer agency representative, for review of printed product and process on-site. Travel is required on an average of three trips per month, with an average stay of three nights. Facilitates procurement planning for contracts and related matters to ensure that product, service, and price objectives are met. Develops detailed specifications from broadly described customer agency objectives. Writes statements of work from customer requirements, including technical specifications frequently involving requirements for new and developing technologies. Develops and oversees the development of contract solicitation documents that clearly communicate required contract terms and conditions, statement of work describing customer requirements, and pricing schedule. Makes determinations on issues related to applicable pricing, permissible subcontracting, set-asides, and other considerations. When necessary, performs other duties as assigned.

**QUALIFICATIONS NEEDED:** Applicants must possess 52 weeks of specialized experience equivalent to the next lower grade level (GS-11). Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge skills, and abilities in order to successfully perform the task of preflight using programs such as Indesign CS2, Quark, Pitstop and press inspections knowing the characteristics of sheet-fed and web presses and their relationship with direct to plate process using curves.

All qualifications must be met by the closing date of this announcement.

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

**You must submit separate narrative response statements for each KSA with your application package.**

**Knowledge, Skills, and Abilities (KSAs) required for this position:**

1. Ability to apply printing technologies, equipment, capabilities, processes, and industry trends.
2. Knowledge of multimedia products and production technologies including photocomposition methods, printing, binding, production software, and terminologies for a wide range of products using various types of materials.
3. Skill using various techniques sufficient to assist in contract administration.
4. Ability to apply customer service skills when using oral communications or negotiating with customers and/or vendors who may have specific interests.
5. Skill in writing clear, concise, and technical printing specifications and language that derives from generally stated customer requirements.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

**STEP 3:** Prepare separate narrative responses to each of the KSAs listed in this announcement.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement.** Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

**Send your complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov) (Please include announcement number in subject line and attach documents in Word or PDF format).

**For Additional Information:**

HR Consulting Services  
Lisa Ghebresillassie  
Phone: (202) 512-2010 x 31056  
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

**Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.**

**GPO is an equal employment opportunity employer.**