

**DELAWARE NATIONAL GUARD
STATE POSITION VACANCY ANNOUNCEMENT**

ADMINISTRATIVE DATA:

Position Title:	Announcement Number:	Opening Date:	Application Deadline:
Business Mgr (State Contracting - Joint)	PVA # 16-26	21-Apr-26	6-May-26
Position Description #:	Position Number:	Pay Scale & Grade:	Salary Range:
S86240-15	92782	GS-12	\$98,630.00 - \$128,221.00
Appointment Type:	Military Requirement:	Department:	Occupational Series:
Permanent	Non-Dual Status	Army	1101
Supervisory/Managerial Status:	Work Schedule:	Travel Required:	Relocation Authority:
Yes - Both	Full-Time	Required	No
State Personnel Branch Contact Information:		Work Location:	
Email: ng.de.dearnng.list.hro-state@army.mil Phone: 302-326-7477		CFMO-Biden National Guard/Reserve Center New Castle, DE 19720	

AREA OF CONSIDERATION:

- AREA I** - All presently employed permanent/indefinite Title 20 Non-Dual Status employees of the Delaware National Guard.
- AREA II** - All presently employed permanent/indefinite Title 20 Dual Status employees of the Delaware National Guard.
- AREA III** - All current military members of the Delaware National Guard (Army or Air) eligible for Title 20 employment.
- AREA IV** - All other presently employed permanent employees of the Delaware National Guard eligible for Title 20 employment.
- AREA V** - All personnel eligible for Title 20 employment in the Delaware National Guard.

SELECTIVE PLACEMENT FACTORS:

APPLICATION PROCEDURES: All interested applicants for this position must submit a completed DNG State Employment Application, Resume, Copy of front and back of valid Driver's License (or State Issued ID), & supporting/miscellaneous documents as required in the individual PVA. Application packets should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the PVA. Do not include photo copies of awards, letters of commendation, enlisted or officer performance reports, performance appraisals, and personal photos unless specifically requested in the PVA.
Application packet must be forwarded to Joint Force Headquarters, ATTN: NGDE-HRO-SP via email to: ng.de.dearnng.list.hro-state@army.mil as one package, NOT LATER THAN 5:30:00 p.m. on the business day of the Application Deadline of the position. Applications received AFTER the application deadline WILL NOT BE CONSIDERED.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum qualifications necessary to perform the duties and responsibilities of the position.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

CONDITIONS OF EMPLOYMENT

- Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.
- No commitment will be made to any nominee prior to a review of qualifications by this office.
- A pre-placement physical/examination MAY BE required for employment. (see position description)
- Must be able to obtain and maintain a SECRET Security Clearance
- Applicants must be legally authorized to work in the United States. DNG participates in E-Verify.

Maureen K. Mulrooney
Lieutenant Colonel, DE ANG
Director, Human Resources

DISTRIBUTION:
1 – Requesting Official
1 – DNG Website

SUMMARY OF DUTIES AND RESPONSIBILITIES

The complete position description is on file in the HRO (State Personnel Branch) and available for review upon request

- Plans, organizes, directs, controls and reviews the full spectrum of complex purchasing and contracting operations and resources; to assure that all required services and materials are acquired for new and existing DNG facilities and programs in a timely manner and in accordance with applicable laws and regulations. Contract management actions include the formal advertising and negotiation for acquiring services and products from the private sector for the DNG. The nature of services and products acquired include major and minor facility construction; maintenance and repair; Architect and Engineer (A&E) services; professional and technical services; specialized and common material items; specialized and routine services; and a wide variety of other materials and services. Work includes all contract actions necessary in support of the Master Cooperative Agreement and Military Construction Cooperative Agreements. Responsible for coordination between Contract Management Branch, Federal and State agencies (i.e., Attorney General, USPFO, NGB, Congressional Offices, Labor, Human Rights, Finance), and local communities. Serves as the Adjutant General's principal authority in all contracting matters and advises the CFMO, BCE and other senior officials and staff on procurement matters concerning current and future plans regarding complex contracts and their effect on long term projects and programs.
- Analyzes and oversees the full range of contract management duties for pre-award through post-award and contract close-out. Manages or administers the most complex 10 or sensitive procurement issues or problem areas that may arise in the organization. Analyzes and oversees administration of all bid protests, contractual disputes and contract terminations. Oversees the acquisition strategy for all contracting efforts. Coordinates the state's sovereign contracting effort in tandem with the mission of the ARNG in each state, its programs and objectives by providing evaluation, planning and analytical expertise to all aspects of contracting in support of the facilities program.
- Prepares for, conducts or attends numerous meetings with high-level officials throughout all phases of assignments. Manages federally funded contracts awarded through state contracting procedures to determine compliance with terms of the controlling Master Cooperative Agreement and Military Construction Cooperative Agreements. Establish policies and procedures to comply with state and Federal laws and regulations. Responsible for the development of contracting, operational and business procedures and processes. Furnishes information to function personnel relative to changes in policies and trends that may affect future contracting actions. Ensures implementation of directives from higher echelons and formulates and/or assists in the formulation of overall policies and procedures for the state. Provides technical review of documents such as justifications and approvals, requests for contract modifications, and scope of work. Recommends approval or disapproval to the USPFO in those cases requiring approval or endorsement. Responsible for achieving the objectives and goals for socio-economic programs.
- Administers, plans, coordinates, and directs the activities of subordinate personnel these individuals may be on various types of employment status such as technician, AGR, or state employees. Performs the full scope of supervisory personnel functions including the assignment of duties, participates in the interviews and selection of employees, schedules and approves leave, ensures indoctrination of new employees, provides training, evaluates performance, initiates action to upgrade positions, and resolves disciplinary problems. Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of operations. Supports and takes affirmative action with consideration of Equal Employment Opportunity in all aspects of personnel actions. Keeps employees informed of NGB goals, objectives, and policies, and informs management of employee input and concerns.

SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Must possess or be able to obtain and maintain a State Motor Vehicle Operator's License
- Requires travel up to 15%
- Must complete the Fiscal Law Course within first 6 months of employment
- Must complete DNG Supervisors Course within first 12 months of employment
- Must complete CFMO-1-2 Course (State Contract Management) within first 18 months of employment

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE:

Specialized experience required.

SPECIALIZED EXPERIENCE:

Must have a minimum of three (3) years' experience managing and executing Delaware State contracts, preferably within the areas of installations operations, maintenance, and construction. At least one year of the experience must be equal to or equivalent to the work of a GS-11.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: N/A

QUALITY OF EXPERIENCE: Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

PROBATIONARY PERIOD

Employees will normally serve a two year probationary period. The probationary period is the initial two years intended to ensure the employee is capable of performing the duties of the job and to determine whether they have the qualities needed for continued employment. (OPM Memorandum - "Initial Guidance on President Trump's Executive Order Strengthening Probationary Periods in the Federal Service", 28 April 2025)