



US Army Corps
of Engineers®
Galveston District

Further Your Career

Join the US Army Corps of Engineers Galveston District

USACE Vision

Engineering solutions
for our Nation's toughest
challenges.

USACE Mission

Deliver vital public and military engineering
services; partnering in peace and war to
strengthen our Nation's security, energize the
economy and reduce risks from disasters.

Galveston Contracting Division

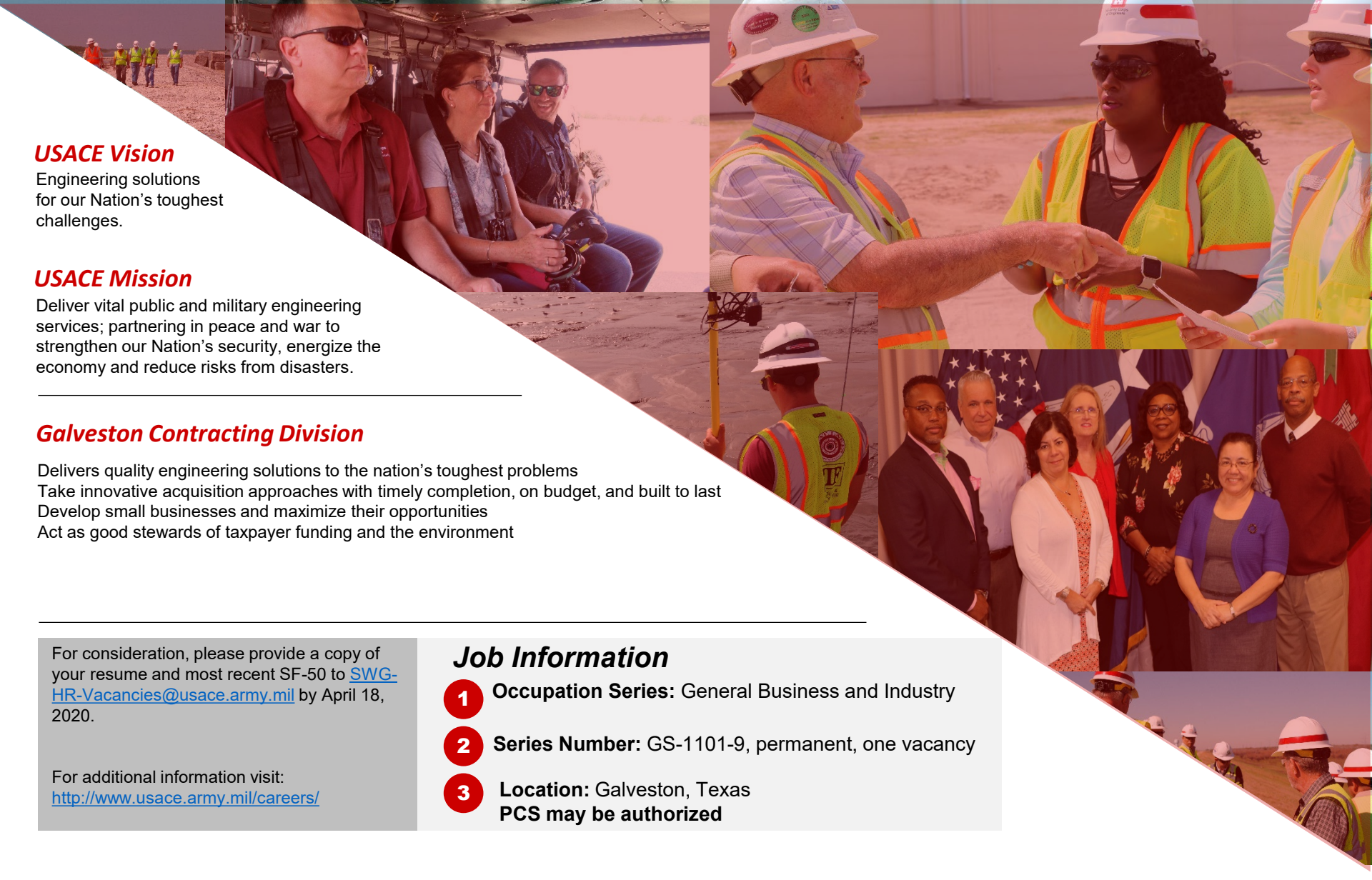
Delivers quality engineering solutions to the nation's toughest problems
Take innovative acquisition approaches with timely completion, on budget, and built to last
Develop small businesses and maximize their opportunities
Act as good stewards of taxpayer funding and the environment

For consideration, please provide a copy of
your resume and most recent SF-50 to [SWG-
HR-Vacancies@usace.army.mil](mailto:SWG-HR-Vacancies@usace.army.mil) by April 18,
2020.

For additional information visit:
<http://www.usace.army.mil/careers/>

Job Information

- 1 Occupation Series:** General Business and Industry
- 2 Series Number:** GS-1101-9, permanent, one vacancy
- 3 Location:** Galveston, Texas
PCS may be authorized



What You Need to Know:

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify at the GS-09 level, you must meet following specialized experience:

Specialized Experience: I have one year of specialized experience equivalent to the GS-07 grade level (or equivalent) in the Federal service which includes: 1.) **Coordinate various administrative functions to include but not limited to: conducting travel plans, maintaining records for an organization, prepare reports for senior staff members, etc.;** AND 2.) **Manage employee's time/attendance in a financial management system;** AND 3.) **Assist with the preparation of an operating budget on both an annual and multi-year basis.** This definition of specialized experience is typical of work performed at the next lower grade level (or equivalent) in the federal service (GS-07).