



**DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement**

ANNOUNCEMENT NO: 201411007	POSITION: Contract Administrator
OPENING DATE: November 7, 2014	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	STARTING RANGE: \$74,800 -- \$93,500 DOQ (Grade 9) (Career Service) Entire Range: \$74,800-- \$115,566
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: TERM-LIMITED (Maximum 2-year/24 month period)
This position is NOT in a collective bargaining unit.	

***** Successful pre-employment criminal, financial, educational and certification background check required *****

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The **Contract Administrator** has overall responsibility for DCRB's procurement and contract function. This includes developing, implementing, and managing DCRB's procurement and contract policies and procedures, and managing staff (employee and contractor) within the Procurement group.

PRIMARY RESPONSIBILITIES

1. Develops, implements and maintains procurement policies and procedures, and acts as DCRB's expert in interpreting procurement matters.
2. Analyzes and advises on cost/price analysis techniques to obtain the best terms for DCRB.
3. Develops guidance, procedures and acquisition instructions for the agency procurement mission.
4. Reviews proposed contractual actions for conformance with procurement policies and regulations.
5. Advises senior management on matters pertaining to the procedures for contracting vendor services.
6. Directs, performs and participates in or advises on the acquisition process, including requirements determinations, documentation preparation, proposal evaluation, and (in consultation with legal counsel), contract negotiation, contract administration, and contract termination.
7. Confers with legal counsel on legal aspects of compliance policy and procedures.
8. Works jointly with staff to oversee vendor progress on contract deliverables.
9. Works jointly with staff to evaluate work performance and provides appropriate feedback to contractors and subcontractors related to both work and administrative matters.
10. Provides input to senior management related to procurement policy and process.

11. Learns/stays current with all matters relevant to government contracting and procurement.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent written and verbal communication skills, including the ability to convey information in a variety of communication settings and styles.
- Demonstrated understanding of procurement and contracting principles sufficient to manage DCRB's contract and procurement requirements.
- Knowledge of pre- and post-award procedures, and a thorough understanding of proper contract administration processes.
- Proven ability to analytically review and evaluate contractor proposals.
- Knowledge of contract types, methods and techniques, as well as contract administration and termination methods.
- Knowledge and experience with source-selection techniques sufficient to conduct a competitive selection process.
- Ability to work with staff to enable the prompt procurement of products and services, and ensure their successful and timely implementation.

QUALIFICATIONS

- Bachelor's degree required; Certified Procurement Management (CPM) designation or related master's degree preferred.
- At least five (5) years of successful experience in procurement, contracting and related activities.
- Experience with managing others.

WORKING CONDITIONS

- Normal office environment

COMPENSATION LEVEL: Grade 9

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

RANKING FACTORS: NONE

HOW TO APPLY: Applicants must submit a completed DC2000 Employment Application form, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here:
<http://dcrb.dc.gov/service/working-dcrb>

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

