



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

ANNOUNCEMENT NO: 20130607	POSITION: <b>Procurement Manager</b>
OPENING DATE: May 30, 2013	CLOSING DATE: <b>June 14, 2013</b>
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE: <b>\$86,680 - \$108,350</b> <b>DOQ (Grade 10) (Career Service)</b> <b>Entire Range: \$86,680 - \$133,921</b>
LOCATION: 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

**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.

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## **POSITION SUMMARY**

The Procurement Manager is responsible for the effective, efficient and economic administration of the DCRB's procurement system.

## **PRIMARY RESPONSIBILITIES**

1. Develops, implements and maintains procurement policies and procedures, and acts as DCRB's expert in interpreting procurement matters.
2. Implements, monitors, and evaluates existing procurement/contract processes, as outlined in the current procurement training manual, and recommends improvements as needed.
3. Analyzes and advises on streamlined, cost-effective, best value procurement techniques for DCRB.
4. Establishes acquisition goals for the continuous improvement of the DCRB's procurement mission and develops guidance, procedures and acquisition and close-out instructions for the best procurement services. Reviews proposed contractual actions for conformance with procurement policies and regulations.
5. Advises senior management and the Board of Trustees on strategic sourcing and achievement of socio-economic participation goals.
6. Directs, performs and participates in or advises on the acquisition process, including requirements determination, documentation preparation, proposal evaluation, and in consultation with legal counsel, contract negotiation, contract administration, and contract termination.
7. Supervises the activities of the procurement staff. Provides ongoing performance management and timely feedback for career development.
8. Confers with legal counsel on legal aspects of compliance policy and procedures.
9. Promotes partnership among the Procurement office, staff and vendors to provide value added analysis in the oversight of vendor progress on timely contract deliverables.

10. Works jointly with staff to evaluate work performance and provides appropriate feedback to contractors and subcontractors related to both work and administrative matters.
11. Provides input to senior management related to procurement policy and process.
12. Provides ongoing training to staff on procurement processes, procedures, and guidelines.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent communication skills, including the ability to write and speak clearly and succinctly brief others 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.
- Strong knowledge and background in Federal and/or District acquisition regulations.
- Analytical skill and ability to manage the proposal process.
- In-depth professional working knowledge or, and experience with, all aspects of current procurement concepts.
- 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.
- Ability to work with staff to enable the prompt procurement of products and services and assure their successful and timely implementation.

### **BEHAVIORAL COMPETENCIES**

- Ability to work with significant level of independence and autonomy.
- Ability to work well under minimal supervision.
- Supervises, manages, assigns work, motivates, and reviews performance of procurement staff.
- Provides overall prioritization of work assignments and management of procurement operations.
- Proven ability to work under stress in some high profile procurements, with the flexibility to handle multiple high-pressure situations and tight deadlines simultaneously.
- Strong team-oriented interpersonal skills, with the ability to interface effectively with a broad range of people and roles, including vendors and agency personnel.
- Strong customer/client focus, with the ability to manage expectations appropriately, provides a superior customer/vendor experience.
- Ability to influence others and demonstrate procurement leadership by working and producing work in a timely and cost effective manner.
- Ability to maintain confidentiality of records and information.
- Stays abreast of concepts and trends through attendance at meetings, seminars, conferences, etc.

### **QUALIFICATIONS**

- Bachelor's degree required; Certified Procurement Management (CPM) designation or related master's degree preferred.
- At least 10 years of successful experience in procurement, contracting and related activities.
- At least 5 years of management or supervisory experience.
- Knowledge of the District's procurement systems.

### **WORKING CONDITIONS**

- Normal office environment

**COMPENSATION LEVEL:** Grade 10

*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.*

**HOW TO APPLY:** Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

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).

**WHERE TO APPLY: Submit application materials to:** HR Director  
DC Retirement Board  
900 7<sup>th</sup> Street NW, 2<sup>nd</sup> floor  
Washington, DC 20001

**Or fax materials to:** (202) 566-5000  
Attention: HR Director

**Or e-mail materials to:** [dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov)

**NOTE:** It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination, which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 et seq.) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 et seq. (2001).

**DRUG-FREE WORK PLACE ACT OF 1988:** "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES**

