



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

ANNOUNCEMENT NO: 20180227	POSITION: Procurement Manager
OPENING DATE: February 27, 2018	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	STARTING RANGE: \$95,348 -- \$119,185 DOQ (Grade 10) (Career Service) Entire Range: \$95,348 -- \$147,313
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: Career Service/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 (DCRB) 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 Fund and the D.C. Teachers' Retirement Fund as well as to administer benefits for the members of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

POSITION SUMMARY

The Procurement Manager is responsible for developing, implementing, and managing policies and procedures for DCRB's procurement and contract functions. The Procurement Manager is also responsible for managing, coaching, developing, and directing the efforts of the procurement staff. Reporting to DCRB's Chief Operating Officer, this position is responsible for ensuring "cradle to grave" acquisition work, including, but not limited to: planning and executing pre-solicitation, vendor evaluations, vendor selection, contract administration, contract disputes, and close-outs. This position also executes a variety of contract actions, using a full range of acquisition techniques in accordance with industry best practices.

PRIMARY RESPONSIBILITIES

1. Develops, implements, maintains, and recommends updates to DCRB's procurement policies and procedures; acts as DCRB's expert in interpreting procurement matters.
2. Implements existing procurement/contract processes as outlined in the current procurement manual.
3. Institutes policies and procedures for collecting and reporting key metrics that will reduce DCRB's overall expenditures while increasing productivity.
4. Analyzes and advises on cost/price analysis techniques to obtain the best value for DCRB.
5. Develops, hones and executes new and improved procurement strategies across all facets of the purchasing process.
6. Reviews proposed contractual actions for conformance with procurement policies and regulations.
7. Evaluates contracts and vendors; makes final decision regarding suppliers.
8. Manages every aspect of the supply chain and notifies senior management of any possible obstacles to ideal efficiency.

9. Evaluates and enhances DCRB's operational expenditures.
10. Advises management on matters pertaining to the procedures for contracting vendor services.
11. 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.
12. Manages, coaches, develops, and trains the procurement staff. Provides ongoing performance management and timely feedback to ensure opportunities for the procurement staff's career development.
13. Assigns contract and procurement actions to subordinate employees and consultants, and provides detailed specific instruction on work assignments.
14. Confers with legal counsel on legal aspects of procurement policy and procedures.
15. Provides guidance and counsel to staff who oversee vendor progress on contract deliverables.
16. Provides input regarding evaluation of work performance, and appropriate feedback to contractors and subcontractors related to both work and administrative matters.
17. Directs the negotiation of changes and issuance of necessary contract modifications.
18. Provides input to senior management related to procurement policy and process, and helps design and implement compliance-monitoring programs and plans to meet agency procurement requirements.
19. Oversees vendor performance; creates policies and procedures for risk management and mitigation.
20. Identifies areas for improvement in the procurement process, and designs and implements corresponding solutions.
21. Provides ongoing training to DCRB staff, as needed, related to procurement processes and guidelines.

KNOWLEDGE, SKILLS AND ABILITIES

The ideal candidate will have:

- 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.
- Analytical skills and ability to review and evaluate contractor proposals, and manage the overall selection 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.
- Experience managing complex, multi-million dollar procurements, especially procurements involving information technology projects.

QUALIFICATIONS

- Bachelor's degree required, preferably with studies concentrated in areas such business, contracts, purchasing accounting, finance, law, industrial management, or related fields.
- Certified Procurement Management (CPM) designation or related master's degree preferred.
- At least 10 years of successful, progressive experience in procurement, contracting and related activities.
- At least 5 years of relevant management or supervisory experience.
- Knowledge of federal or District procurement management.

WORKING CONDITIONS

- Normal office environment
- Work schedule 8:30 a.m. – 5:00 p.m.

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, 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 7th Street NW, 2nd floor
Washington, DC 20001

Or email materials to: 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 Retirement Board 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

