



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

ANNOUNCEMENT NO: 20141002	POSITION: Senior Procurement Specialist
OPENING DATE: October 2, 2014	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday – Friday	STARTING RANGE: \$86,680 -- \$108,350 DOQ (Grade 10) (Career Service) Entire Range: \$86,680 -- \$133,921
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 Senior Procurement Specialist is responsible for developing, implementing, and managing policies and procedures for all aspects of DCRB's procurement and contract functions.

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 determination, 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. Trains and mentors procurement department staff.

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 District acquisition regulations.

BEHAVIORAL COMPETENCIES

- Analytical skill and ability to review and evaluate contractor proposals.
- 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.

QUALIFICATIONS

- Bachelor's degree required; Certified Procurement Management (CPM) designation or related master's degree preferred.
- At least ten (10) years of successful experience in procurement, contracting and related activities.
- At least five (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.

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).

