



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

<b>ANNOUNCEMENT NO:</b> 20221004	<b>POSITION:</b> Supervisory Contract Specialist
<b>OPENING DATE:</b> October 4, 2022	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 8:30 a.m. – 5:00 p.m., Monday - Friday	<b>ENTIRE RANGE:</b> \$98,208 - \$162,598 DOQ (Grade 10)
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> <b>Career Service</b> <i>Probationary to Regular</i>
<u>This position is <b>NOT</b> in a collective bargaining unit.</u>	

**\*\*\* 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**

Develops, implements, and manages policies and procedures for DCRB's procurement and contract functions. Manages, coaches, develops, and directs the efforts of the procurement staff. Ensures "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. Executes a variety of contract actions, using a full range of acquisition techniques in accordance with industry best practices.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develops, implements, maintains, and recommends updates to DCRB's procurement policies and procedures; acts as DCRB's expert in interpreting procurement matters.
- Analyzes and advises on cost/price analysis techniques to obtain the best value for DCRB.
- Reviews proposed contractual actions for conformance with procurement policies and regulations.
- Evaluates contracts and vendors; makes final decision regarding suppliers.
- 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.
- Provides input regarding evaluation of work performance, and appropriate feedback to contractors and subcontractors related to both work and administrative matters.
- Oversees vendor performance; creates policies and procedures for risk management and mitigation.

#### **FUNCTIONAL COMPETENCIES**

- Knowledge of federal or District procurement management.

- 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.

### **REQUIRED EDUCATION & PROFESSIONAL CERTIFICATIONS**

- 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.

### **JOB EXPERIENCE (Years & Type)**

- Minimum of six (6) years of successful, progressive experience in procurement, contracting and related activities.
- Minimum of three (3) years of relevant management or supervisory experience.

### **WORKING CONDITIONS**

- Normal office environment.

**COMPENSATION LEVEL:** DCRB 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.*

### **RESIDENCY REQUIREMENT**

If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

### **EQUAL EMPLOYMENT OPPORTUNITY**

DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

**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>

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:** Via Email 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 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 WORKPLACE 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

