



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

ANNOUNCEMENT NO: 20160609	POSITION: <b>Supervisory Contract Specialist</b>
OPENING DATE: June 9, 2016	CLOSING DATE: <b>Open Until Filled</b>
TOUR OF DUTY: 8:30 a.m. – 5:00 p.m., Monday - Friday	STARTING RANGE: <b>\$95,348 - \$119,185 DOQ (Grade 10)</b> (Career Service) Entire Range: <b>\$95,348 - \$147,313</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
<u>This position is NOT 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 Plan as well as to administer benefits for the members of the plans.

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### **POSITION SUMMARY**

The **Supervisory Contract Specialist** is responsible for developing, implementing, and managing policies and procedures for DCRB's procurement and contract functions. The Supervisory Contract Specialist also is responsible for managing, coaching, developing, and directing the efforts of the procurement staff. Reporting to DCRB's Chief Operations 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, and contract administration. Executes a variety of contract actions using a full range of acquisition techniques.

### **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. Analyzes and advises on cost/price analysis techniques to obtain the best value for DCRB.
4. Develops guidance, procedures and acquisition instructions for the agency procurement mission.
5. Reviews proposed contractual actions for conformance with procurement policies and regulations.
6. Advises management on matters pertaining to the procedures for contracting vendor services.
7. 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.
8. 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.
9. Assigns contract and procurement actions to subordinate employees and provides detailed specific instruction on work assignments.

10. Confers with legal counsel on legal aspects of procurement policy and procedures.
11. Provides guidance and counsel to staff who oversee vendor progress on contract deliverables Provides input regarding evaluation of work performance, and appropriate feedback to contractors and subcontractors related to both work and administrative matters.
12. Directs the negotiation of changes and issuance of necessary contract modifications.
13. 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.
14. Identifies areas for improvement in the procurement process, and designs and implements corresponding solutions.
15. Provides ongoing training to DCRB staff, as needed, related to procurement processes 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.
- 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 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 am – 5:00 pm

**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.*

