dchr

Job Title: Chief Contracting Officer-

Grade: MSS- Grade 16

Salary Range: $135,488-$189,679

Job Summary:

The Chief Contracting Officer reports to the Deputy Chief Procurement Officer (DCPO) and receives policy guidance and direction from the Chief Procurement Officer, Office of Contracting and Procurement (OCP), who delegates responsibility for contractual and procurement matters pertaining to assigned programs. The Chief Procurement Officer, OCP, is available for consultation on program objectives, budgetary constraints, procurement and contractual policy interpretations and on the feasibility of new compliance approaches or applications relating to existing regulatory limitations or practical resolution to contracting and procurement issues. The incumbent of subject position is delegated authority for planning and carrying out the contractual and procurement activities required, including interpreting, extending, originating, or devising new contractual conditions. Contractual and procurement decisions and recommendations of the incumbent are normally accepted as authoritative, although higher level review may be necessary for some phases of the systems acquisition, as directed by law. Recognized as a technical expert, the incumbent obtains verbal advance approval from higher level governing bodies to proceed with contractual and procurement actions in cases determined to be critical by the incumbent.

Duties and Responsibilities:

The incumbent, therefore, exercises initiative, resourcefulness, and experienced judgment in interpreting and applying guides, as well as in developing and implementing solutions to problems that are unique and outside the scope of current written guidelines. Guidelines include numerous public laws, policies, legislation, and regulations, governing contracting and procurement proposals issued by Federal and District government departments, as appropriate, the Mayor, and the Director of the Office of Contracting and Procurement. Such guides are only generally applicable to the work, since state-of-the-art technology continues to generate unusual and unique contractual and procurement problems. Advance knowledge of creative contracting techniques, negotiation strategies and project management skills, thorough understanding of administrative inter-relationships in public sector organizations.
Mastery of contracting laws, principles, and regulations to generate new procurement concepts or to plan and manage or review and recommend to top management approval of procurements.
Mastery of District of Columbia contracting laws, principles, regulations and contracting strategies of either the District of Columbia procurement laws or the Federal government.
Strong knowledge of computer systems and their applications to contract and to procurement management processes.
Demonstrate leadership and problem-solving abilities
Excellent knowledge of supervisory and management responsibilities with regard to fiscal management and experience in budget development and control.
Comprehensive management skills and experience in planning, organizing, directing and controlling many contractual actions occurring concurrently or overlapping.
Ability to communicate effectively orally and in writing
Expert knowledge of contracting and procurement administration; and comprehensive knowledge and skill in negotiation techniques

Qualifications and Education

A. Completion of all mandatory training prescribed by the Chief Procurement Officer, including at least 4-years' experience in contracting or related positions. One (1) year of the specialized experience must be equivalent to the MS-15 grade level in the District of Columbia government service, or its non-District equivalent, (1) managing contract or procurement activities; (2) analyzing and evaluating procurement policies and programs;
(3) conducting cost analysis; (4) developing pricing arrangements and incentives; and (5) applying contracting laws, regulations, and policies.ANDB. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

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