dchr

Job Title: Chief Contracting Officer

Grade: MSS Grade 16	Salary Range: $135,488-$189,679

Job Summary:

The DC Office of Contracting and Procurement (OCP) is a dynamic public agency proudly serving the over 700,000 residents of the District of Columbia. OCP provides contracting services for client agencies and offices in the District. The mission of OCP is to partner with vendors and District agencies to purchase quality goods and services in a timely manner and at a reasonable cost, while ensuring that all purchasing actions are conducted fairly and impartially. OCP manages the acquisition of over $5.7 billion in goods, services, and construction annually on behalf of 79 District agencies. OCP is powered by a diverse team of innovative professionals committed to helping our client agencies reach their goals and accomplish their missions. In addition to contracting and procurement services, OCP's Surplus Property Division collects, manages, and reuses District-owned and federal surplus property.

This dynamic role will be dedicated to supporting the procurement and contracting needs of the District Department of Transportation. The Chief Contracting Officer reports to the Deputy Chief Procurement Officer (DCPO) and receives policy guidance and direction from the Chief Procurement Officer (CPO), who delegates responsibility for contractual and procurement matters pertaining to assigned programs. The CPO, 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 has delegated authority for planning and carrying out the contractual and procurement activities, including interpreting, extending, originating, or devising new contractual conditions. Contractual and procurement decisions and

Duties and Responsibilities:

Serves as the principal subject matter expert for all contracting and procurement related activities under the assigned OCP procurement teams and District agencies. Provides business advice and procurement guidance while overseeing annual acquisition planning and execution for the assigned agencies and commodity areas.
Assesses the performance of the contracting officers and procurement teams in the execution of the procurement and contracting mandates and requirements for the agencies based upon the mutually established project milestones for completion of executed contracting and procurement actions.
Supervises a staff of assigned contracting officers and oversees procurement teams. Provides technical and program guidance, leadership and direction on all contracting and acquisition functions and maintains an effective and productive workforce by ensuring a continuous flow and exchange of information among subordinate and agency officials. Specific supervisory responsibilities include, but are not limited to, position management, performance evaluation, staff development, and mentoring.
Determines resources required to accomplish projected workload and allocates resources to procurement teams; monitors effective use and maintains workload management of assigned procurement teams.
Identifies' requirements needed to modify assigned procurement team structure to meet program changes, legislative requirements, or emergency requirements.
Serves as a business advisor to the CPO and DCPO and OCP Directors and senior managers for acquisition planning and management; policy and procedural matters affecting negotiation and placement of contracts, and other procurement vehicles.
Advises on critical contract negotiations and meetings with contractors on sensitive and/or controversial issues as the authoritative contractual representative for the OCP and resolves problems arising from contractual negotiations if the assigned contracting officers are unable to resolve the matter, in the best interest of the District

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.

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