OCP-

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Job Title: Supvy Contract Specialist-Term and Permanent

Grade: MSS Grade 14	Salary Range: $107,843.00-$150,979.00

Job Summary:

Join a dynamic public agency proudly serving the over 700,000 residents of the District of Columbia. The DC Office of Contracting and Procurement (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 78 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.

OCP's most important resource is our people. We are committed to attracting the best and brightest talent and support them by creating an environment that allows them to do their best work.

The Office of Contracting & Procurement supports the District with acquisition support services and may support positions in the following functions :

Health & Human Services (HHS) seeks to empower every District resident to reach their full potential by providing meaningful connections to work opportunities, economic assistance and varying supportive services for the health & welfare of our District

Duties and Responsibilities:

he Supervisory Contract Specialist partners on the procurement and contracting operations and supervising the supporting staff of the servicing agency assigned. Assigns contract and procurement actions to subordinate employees and provides detailed specific instruction on work assignments. Evaluates employee's work performance and coaches and develops the team for maximum results. Participates on interview panels and makes recommendations for appointments, promotions, status changes, awards, disciplinary actions, separations, reassignments, etc. Solves problems related to the work suggestions, complaints, grievance, and other matters involved in the day-to-day operations of his/her assigned unit and the agency as a whole.

Executes a variety of contract actions using a full range of acquisition techniques. Develops recommendations for a variety of policies and programmatic issues for use by procurement and other units within OCP.

Directs the issuance of necessary contract modifications, negotiation of changes, and exercise or options. Resolves deadlocked negotiations. Develops innovative solutions for unique contracting challenges. Directs investigations of contractor claims including advising on critical contracts/agreements. Identifies and takes steps to eliminate bottlenecks impeding procurement actions from proceeding.

Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules. Develops procurement objectives in terms of competition and price range. Constructs the contractual vehicle including use of pricing arrangements. Subcontracting policy, and similar considerations.

Qualifications and Education

Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher-level contracting positions, including at least 4-years' experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

and

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