

**Job Title:** Supervisory Contract Specialist - **(Two (2) Vacancies)**

Grade: MS-1102-15

Salary: \$113,940 - \$136,727

**Job Description:** Position functions as a Supervisory Contract Specialist, manages the overall supervision and operation of a specific cluster, and serves as the Chief Contracting Officer for that cluster. Position's supervisory responsibilities include identifying goals and priorities, establishing and documenting procedures; planning and scheduling work assignments; establishing performance measures; coordinating and monitoring activities; evaluating performance; training subordinates; granting and handling leave; and administering corrective, disciplinary, and other personnel actions.

In that connection, the incumbent directs the development, coordination, facilitation, and management and planning of the annual acquisition of goods and services through contracts and procurement. In addition, the incumbent advises the agency Chief Procurement Officer, with respect to all contract and procurement issue and the nature of the corrective actions taken or advised. Incumbent assists the Chief Procurement Officer with the development, preparation, and administration of the annual budget for the office and recommends the most cost-effective and efficient strategies to accomplish the objectives of the office. Incumbent develops, implements, and monitors an effective contract and procurement compliance program, including the development of the standard operating activities of the agency bureau.

More specifically, the incumbent: plans, develops, and assists the Chief Procurement Officer and other appropriate officials in implementing a comprehensive contract compliance program; Regularly monitors operations to make the necessary adjustments or modifications to ensure efficient and effective utilization of resources.

**Requirements:** 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.

Selected candidates must complete all mandatory training prescribed by the agency Chief Procurement Officer for progression to higher level contracting positions must be completed within 18 months of the hire date.

If selected for the position, a criminal background check, traffic record check, consumer credit check, and/or mandatory drug and alcohol testing, as appropriate, will be conducted.

**Qualifications:** At least one (1) year specialized experience at or equivalent to work at the grade 14 position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.

**Some examples of specialized experience include:**

Excellent knowledge of supervisory and management responsibilities as well comprehensive management skills with regard to personnel management, including leadership and motivational skills, leave, grievances, disciplinary actions, performance ratings, merit promotion, training and contract administration.

Comprehensive knowledge of contracting laws, principles, regulations and contracting strategies; experience with state, federal or District of Columbia procurement laws or federal government desired.

**Job Title: Contract Specialist (TERM POSITION)**

Grade: CS-1102-14

Starting salary range: \$106,715 - \$116,969

**Job Description:** Serves as contract specialist responsible for pre-award and post-award functions involving highly specialized procurement of significant importance to the agency. Requirements typically involve systems or programs such as: Performs procurement plans. Develops procurement objectives for the program in terms of competition and price range; and constructs the contractual vehicle including use of pricing arrangement, subcontracting policy, and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules.

Employees in this class are responsible for developing solicitation methodologies, writing contract language, evaluation criteria, and contract administration documentation for new and recurring contracts for supplies; equipment, services and related professional and/or technical services. Incumbent will be responsible for the negotiation of complex contracts. Such duties involve specialized knowledge and experience in completing complex and large purchasing transactions and independently solving a wide variety of problems associated with procurement of supplies and services. Emphasis of the work is on preparing and issuing solicitation documents, determining solicitation and award methodologies, enforcing competitive procedures in accordance with established legal and procedural requirements, bid/proposal evaluation, making recommendations for contract awards, contract administration, record keeping and communicating with contractors and departmental officials.

**Requirements:** Completion of 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.

Successful candidates must complete all mandatory training prescribed by the agency Chief Procurement Officer for progression to higher level contracting positions must be completed within 18 months of the hire date.

If selected for the position, a criminal background check, traffic record check, consumer credit check, and/or mandatory drug and alcohol testing, as appropriate, will be conducted.

**Qualifications:** At least one (1) year of specialized experience at or equivalent to work at the grade 13 position. Experience must have provided the knowledge, skills and abilities to perform successfully the work of the position. **Some examples of required specialized experience include:**

Expert knowledge of contracting methods, contract types, and acquisition planning and implementation of contracts to carry out pre-award and post-award procurement actions such as formal advertising negotiation, fixed price cost contracting, and use of special provisions and incentive programs.

Professional knowledge of cost/price and market analysis techniques such as cost estimating sufficient to evaluate a contractor's proposal and prepare a pre-negotiation position with justification.

**Job Title:** Chief Contracting Officer

**Grade:** MS-1102-15

**Starting salary range:** \$113,940 - \$136,727

**Job Description:** The Chief Contracting Officer (CCO) is responsible for managing the overall supervision and contracting and procurement operations for an assigned agency or group of agencies within the District of Columbia.

The incumbent directs the development, coordination, facilitation, and management and planning of the annual acquisition of goods and services through contracts and procurement. The CCO advises the Chief Procurement Officer (CPO) with respect to all contract and procurement issues and the nature of the corrective actions taken or advised.

The CCO assists the CPO with the development, preparation and administration of the annual budget for the office and recommends the most cost-effective and efficient strategies to accomplish the objectives of the office. CCOs also develops implements and monitors an effective contract and procurement compliance program, including the development of the standard operating activities of the agency bureau. S/he plans, develops, and assists the Chief Procurement Officer and other appropriate officials in implementing a comprehensive contract compliance program. Regularly monitors operations to make necessary adjustments or modifications to ensure efficient and effective utilization of resources. Provides advice for legal and technical sufficiency of contract and procurement actions. Develops, implements, and maintains a fully automated contract and procurement tracking system.

**Requirements:** 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.

Successful candidate(s) must complete all mandatory training prescribed by the agency Chief Procurement Officer for progression to higher level contracting positions must be completed within 18 months of the hire date.

If selected for the position, a criminal background check, traffic record check, consumer credit check, and/or mandatory drug and alcohol testing, as appropriate, will be conducted.

**Qualifications:** Highly qualified candidates must possess at least one (1) year specialized experience at or equivalent to work at the grade 14 position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position. **Some examples of required specialized experience include:**

Excellent knowledge of supervisory and management responsibilities as well comprehensive management skills with regard to personnel management, including leadership and motivational skills, leave, grievances, disciplinary actions, performance ratings, merit promotion, training and contract administration.

Comprehensive knowledge of contracting laws, principles, regulations and contracting strategies; experience with state, federal or District of Columbia procurement laws or federal government desired.

**Job Title:** Contract Specialist

**Grade:** CS-1102-11

**Starting salary range:** \$63,337 - \$69,442

**Job Description:** Serves as contract specialist responsible for pre-award and post-award functions involving specialized procurement of importance to the agency. Requirements typically involve systems or programs such as: Develops procurement objectives for the program in terms of competition and price range, and constructs the contractual vehicle including use of pricing arrangement, subcontracting policy, and similar considerations. Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules.

Develops plans and contractual strategies for the acquisition program, including overall goals and methods to achieve them, identifies the level and type of services to be provided, particular groups or individuals to be contacted, acceptable results, and alternative courses of action. Develops pre-negotiation position, determines the types of contracts and negotiation authority to be used, and prepares justification. The incumbent is responsible for ensuring that the plans are implemented.

Serves as advisor to in procurement planning meetings. Advises program officials of the procurement objectives to be used, and assists in the preparation of statements of work. Prepares determinations, findings, and solicitation documents. Performs analyses of all elements of cost in contractor proposals, and makes competitive range determinations. Conducts pre-proposal conference(s) with prospective contractor(s) to arrive at a clear understanding of what is required under the proposed contract. Issues necessary amendments to clarify questions concerning such topics as specification changes, language ambiguities, or clarification of contract clauses.

**Requirements:** A 4-year course of study leading to a bachelor's degree with a major in any field.

Selected candidates must complete all mandatory training prescribed by the agency Chief Procurement Officer for progression to higher level contracting positions must be completed within one (1) year of the hire date.

If selected for the position, a criminal background check, traffic record check, consumer credit check, and/or mandatory drug and alcohol testing, as appropriate, will be conducted.

**Qualifications:** 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.

At least 1 year of that experience must have been specialized experience at or equivalent to work at the grade 09 position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position. **Some examples of required specialized experience include:**

Basic knowledge of most common contracting methods and contract types to plan and carry out pre-award and post-award procurement actions.

Basic knowledge of cost/price and market analysis techniques such as cost estimating sufficient to evaluate a contractor's proposal and prepare a pre-negotiation position.