

Job Title:	Contract Specialist
Requisition Number:	JO-1506-2551
Grade:	11
Salary Range:	\$57,960.00 - \$74,727.00
Promotion Potential:	No
Agency:	Disability Services
Location:	1125 15th St NW
Area of Consideration:	Open to the Public
Opening/Closing Date:	6/5/2015 - 6/15/2015

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**CONTRACT SPECIALIST**  
**CS-1102-11**  
**\$57,960 - \$74,727**

**Job Summary**

Collective Bargaining Union (Union)

If you like to stay busy and immersed in cultural activities, then Washington, DC is the place to be! Museums, restaurants, great climate, green space and job opportunities are among the many positives of living in the Nation's Capital. Not to mention the residents of the District of Columbia are highly educated and the region has some of the best schools in the country. Each day the District of Columbia continues to be ranked in the top 10 of thriving city indicators where you can live, work and play.

This position is located in the Department on Disability Services, Office of Contracts and Procurement. The Office of Contracts and Procurement is responsible for providing quality contract management in accordance with applicable District procurement laws. The Administration provides assistance, advice, training and guidance to DDS in acquiring goods and services to meet the needs of the organization and its customers.

The incumbent will be responsible for performing pre-award to post-award procurement and contracting functions. The work involves general and specific assignments required for small purchase procurements and contracting for goods and services in accordance with the District of Columbia laws, regulations, policies and procedures.

Construct the contractual vehicle including use of pricing arrangements, subcontracting clauses, and similar considerations such as local, small, disadvantaged business enterprises and business in enterprise zone documents and clauses. Serve as advisor to program officials in procurement planning meetings. Assist in the preparation of statements of work. Prepare determinations and findings.

Drafts Invitations for Bids (IFBs) or Requests for Proposals (RFPs), coordinates submission date extensions, issues modifications as a result of change orders, stop work orders. Prepares and issues cure notices, show cause letters and termination letters on behalf of the agency.

Monitor contractor performance in relation to the completion schedule required by the contract, insuring timely submission of technical progress reports, making periodic visits to the contractor's facility or work site, detecting and correcting labor standards violations, taking appropriate action to expedite delivery or performance when required by mission changes, monitoring the contractor's use of Government-furnished property inventories, and issuing change orders occasioned by changes in mission requirements, defective specifications, changed site conditions, or changes in Government-furnished property.

Perform other duties as assigned.

**Collective Bargaining Union (Union)**

This position is in the collective bargaining unit represented by local union AFGE 383 and you may be required to pay an agency service fee through direct payroll deduction.

**Qualifications**

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

Note: For positions at CS-7 through CS-12, applicants who are qualifying based on experience must possess at least one year of specialized experience at or equivalent to work at the next lower grade-level, that provided the knowledge, skills and abilities to perform successfully the work of the position. In addition to meeting the basic requirements listed above.

**Licenses, Certifications and other requirements**

NONE

**Education**

Minimum requirement: A high school diploma; an equivalent combination of education and work experience considered. Bachelor's degree in accounting, business, finance, contracts, purchasing, economics, industrial management or marketing. preferred.

**Work Experience**

Experience working with various contracting methods and types, business practices and market conditions, basic acquisition planning to accomplish contractual actions required by the position.

**Work Environment**

The work is sedentary; however, some walking is required during visits to the contractors' facilities.

The work is performed in an office setting.