

CONTRACT SPECIALIST

CS-1102-12

\$71,716 - \$91,750

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.

The Department on Disability Services is seeking an individual to serve as Contract Specialist, 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. This can be achieved through the use of formal advertisements, discussions and/or negotiations or with the use of informal request for quotes, all on behalf of the office under the appointed authority.

This position is located in the Office of Contracts and Procurement. The Contracts and Procurement Administration 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 procuring goods and services to meet the needs of the organization and its customers.

The incumbent will prepare, draft and submit procurement plans to the program officials in order to develop procurement objectives for the program in terms of competition and price range, and construct the contractual vehicle including use of pricing arrangements, subcontracting clauses, and similar considerations such as local, small, disadvantaged business enterprises and business in the enterprise zone documents and clauses. In addition, the Contract Specialist will prepare and maintain current acquisition plans, appropriate milestone charts, and related schedules. Develop contractual strategies for the acquisition program including overall goals and methods to achieve them. Assist in the preparation of statements of work. Prepare determination and findings. Perform analyses of all elements of price in bids. Perform other duties as assigned.

Qualifications

Basic Requirements: 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.

Bilingual Preferred

Licensure

None

Education

4-year degree in accounting, business, finance, law, contracts, purchasing, economics, industrial management or marketing.

Work Environment

The work is performed in an office setting and sedentary in nature.