



*****HIRING NOTICE*****

Agency Title: Contract Specialist
Job ID: 25187
Open Period: June 2, 2014 – July 2, 2014

Overview:

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) is charged with executing the Mayor's economic development strategy which encourages growth and investments across the District. DMPED is responsible for managing catalytic real estate projects, promoting business expansion within the city, and creating jobs. More information is available on the DMPED's website at dmped.dc.gov. DMPED is seeking a Contract Specialist for its Contracts, Procurement and Grants business unit.

Position Description:

Under direct supervision, the incumbent of this position performs, "cradle to grave" acquisition work including, but not limited to, planning and carrying out pre-solicitation, evaluation, vendor selection, contract administration and ensuring contractor performance in the well-established aspects of contracting. Serves as advisor to program staff and officials in procurement planning and execution.

Specific responsibilities include:

- Responsible for pre-award and post award functions involving specialized procurements and other procurement actions.
- Develop procurement objectives using specialized procurements and other assigned actions.
- Modify statements of work, terms and conditions, plans and contractual strategies for the contracts and procurement business unit.
- Prepare and maintain appropriate milestone charts, related compliance documents and schedules.
- Analyze and review the procurement process ensuring proper procedures are followed.
- Prepare determination of findings and other related contracting and procurement documents for review and approval by the Contracting Officer.

Experience/Qualifications:

- Bachelor's degree required. Degree focus in business administration, purchasing or a related field preferred.
- Certification in public purchasing is desirable and may be required to comply with some legislation.
- Three (3) years or more of experience in District Government procurement or related field is required.
- Familiarity with the District's procurement laws and regulations, specifically, 27 DCMR and the PPRA.

Salary: This position is a grade 13 on the District government's career service salary scale. The salary ranges from \$74,171 to \$95,564. Actual salary is commensurate with experience and the applicant's past salary history.

Application Process: This position is posted on the DC government's Department of Human Resources (DCHR) website. Interested applicants are encouraged to apply through DCHR's website at dchr.dc.gov. Click on current job openings on main page and search by the job ID number to find the position.