



OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)
Position Vacancy Announcement

SERVICING PERSONNEL OFFICE/UNIT: OMA, Human Resources Division

ANNOUNCEMENT NO: 14-PC-OMA-0001	POSITION: Contract Specialist
POSITION SERIES: DS-1102	POSITION GRADE: 12/1 – 13/10
OPENING DATE: December 2, 2013	CLOSING DATE: Open Until Filled
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: December 16, 2013	SALARY RANGE: \$66,952 - \$99,392 TOUR OF DUTY:
WORKSITE: 1100 4th Street, SW	AREA OF CONSIDERATION: Unlimited
PROMOTION POTENTIAL: DS – 13	NO. OF VACANCIES: One (1) or more
AGENCY: Office of Management and Administration (OMA)	DURATION OF APPOINTMENT: Permanent

This position is **NOT** in a collective bargaining unit.

BRIEF DESCRIPTION OF DUTIES: The incumbent develops acquisition plans, reviews and analyzes statements of work or specifications, technical evaluation plans, and technical evaluation criteria, providing recommendations for changes when necessary to ensure documents are complete, accurate, and can be contractually enforced; determines contract type, establishes milestones, and formulates procurement strategy; prepares file documentation, solicitation documents, solicits competition through the use of the world-wide web, various web search engines, GSA Advantage, MOBIS, GSA Schedule, the District's automated vendor list, the District's Supply Schedule, Contractor's Register, yellow pages, trade publications, catalogs, professional magazines and ADP vendor listing which allows maximum competition; determines the need for pre-or-post award conferences and ensures that conferences are held in accordance with regulations. Evaluates bids, technical proposals, performs cost/price analysis, obtains audits and pricing reports, negotiates price and/or technical issues and ensures contractor is eligible for award and prepares documentation for Contracting Officer's approval; May perform contract administration functions, such as verifying evidence of contractors' progress, negotiating modifications, issuing termination notices, reviewing contractor claims, determining contractor responsibility, and conducting contract closeouts.; May participate in special projects or studies and perform other duties as assigned.

MINIMUM QUALIFICATIONS:

DS-13: A bachelor's degree with a major in any field and one (1) year of specialized experience equivalent to the DS-12 grade level or nine (9) years of specialized experience performing relevant work. Examples of qualifying specialized experience include: acquisition planning, preparing complex, high dollar, high visibility solicitations, reviewing vendor bids/proposals, contract negotiations, contract award, administration and closeout.

DS-12: A bachelor's degree with a major in any field and one (1) year of specialized experience equivalent to the DS-11 grade level or eight (8) years of specialized experience performing relevant work. Examples of qualifying specialized experience include: reviewing and processing small purchases requisitions, preparation of Invitation for Bid (IFB) preparation of contract extensions, and modifications, resolving questions/problems with technical personnel/vendors; s; performing solicitation, negotiation and contract administration related to acquisition process; evaluating and reviewing proposals and statement of work; performing market research and acquisition planning.

SPECIALIZED EXPERIENCE: Experience that provides the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. Examples of specialized experience include but is not limited to, professional experience involving the procurement of supplies, services; utilizing formal advertising or negotiation procedures; evaluating contract price proposals; and the administration, termination and close-out of contracts. These are not all inclusive (refer to the summary of duties for specialized experience).

To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR DC2000.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Demonstrated knowledge of the DC procurement, eprocurement, regulations, principles, techniques, methods, and procedures of government contracting to perform pre-award and post-award procurement and contract actions.
2. Demonstrated knowledge and skills sufficient to evaluate bids and proposals, recommend competitive ranges, and make standard investigations of contractor capabilities necessary to fulfill contract terms.
3. Demonstrated ability to effectively communicate orally and in writing to present instructions, policies, and/or supporting documentation regarding contracting and procurement actions.

TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

WORKING CONDITIONS: Office Environment

PHYSICAL EFFORT: Sedentary

ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.

IMPORTANT NOTICE TO ALL APPLICANTS: Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the OCFO. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who contact you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. **Thank you for considering employment at the OCFO!**

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC 2000](#). RESUME MAY BE ATTACHED.) EMPLOYEES AFFECTED BY RESTRUCTURING MUST SUBMIT THEIR APPLICATION WITH THE APPLICATION TRANSMITTAL FORM. **ALL APPLICATIONS, TRANSCRIPTS AND SUPPORTING DOCUMENTS (copy of College/University Transcripts, etc.) MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00 pm) ON THE CLOSING DATE OF THE ANNOUNCEMENT.**

NOTE: It is imperative that all information on the DC 2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

WHERE TO APPLY:

Tremelle Taylor
OCFO – OMA – Human Resources
1101 4th Street, SW, Suite 220 West
Washington, DC 20024
(202) 442-6523

RESIDENCY PREFERENCE AMENDMENT ACT OF 1998: An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: Employment with the OCFO is subject to the completion and satisfactory result of a background investigation conducted by the OCFO. For most positions, the investigation is conducted after commencement of duty, at which time you will be provided background and release of information forms to complete. For more information, see the Employment Opportunities section at the OCFO website (www.cfo.dc.gov). Certain highly sensitive positions however warrant completion of the OCFO background investigation prior to commencement of duty. You will be informed if this is required.

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment as a reemployed annuitant.

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AN EQUAL OPPORTUNITY EMPLOYER