



Opening Date: 11/14/2018  
Closing Date: Open Until Filled

## **Vacancy Announcement #10-19 Senior Contracts and Procurement Analyst**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **EVENTS DC**

#### **Engage, Excite, Entertain.**

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

### **SUMMARY DESCRIPTION**

The Senior Contracts and Procurement Analyst (SCPA) shall possess the experience and ability to provide guidance to stakeholder teams, while also ensuring consistency across Events DC's contract and procurement department. The SCPA will be responsible for working with internal program offices to determine procurement process and compliance requirements. This position reports to the Director, Contracts and Procurement.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

- Responsible for writing, reviewing, analyzing, modifying and negotiating contractual documents to achieve acceptable quality levels.
- Provides guidance and expertise regarding vendor contracts by collaborating with internal teams (i.e., Finance, Facilities, and the Sports and Entertainment Division) to ensure alignment on contract frameworks and standards.
- Analyzes vendor contracts to ensure accuracy before sending for approval; and advises on templates, processes, and policies.
- Provides and supports the implementation of business solutions by building relationships and partnerships with key stakeholders; identifying business needs; analyzing and implementing necessary processes and practices; monitoring progress and results; identifying and capitalizing on improvement opportunities; and adapting to organizational changes.
- Manages contracts with minimal direction to help meet the respective Events DC program objectives.
- Other duties as assigned.

## SKILLS, KNOWLEDGE AND ABILITIES

- Thorough knowledge of federal and local procurement practices.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Proficiency in Microsoft Office Suite
- Ability to work independently and prioritize workloads and deadlines
- Must possess outstanding research and analysis skills
- Must possess excellent English oral and written communication skills.

## CORE COMPETENCIES (SPECIALIST)

- Job Knowledge and Technical Expertise
- Strategic Thinking
- Project Management
- Problem Solving
- Attention to Detail

## ADA ESSENTIAL FUNCTIONS

- Ability to converse effectively, both orally and in writing and utilize standard telephones, 2 way radios, and smartphones.
- Ability to read instructions, directions, letters, memoranda, and other written materials

## MINIMUM QUALIFICATIONS

- Bachelor's degree from 4-year College or University in a business, engineering, economics or finance related field
- 4+ years' experience in contract management or strongly related field
- Strong organization skills with ability to handle multiple concurrent projects.
- Experience managing internal stakeholder relationships.
- Understanding of strategic sourcing / RFP Process.
- Superior analytical, strategic, and decision-making skills.
- Strong Microsoft Excel experience developing executive summary reporting
- Familiarity with MS SharePoint, MS Visio, Project and PowerPoint

## REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

**In an effort to protect our environment from paper waste all candidates must apply on-line on our website:**

**<http://careers.wcsa.com/employment/application.aspx>**

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW  
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.  
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**