



Opening Date: 10/19/2016
Closing Date: Open Until Filled

Vacancy Announcement #17-16 Staff Attorney (Procurement)

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Staff Attorney provides legal, technical guidance and business affairs support to the Contracts and Procurement Division. The primary role will involve drafting, negotiating and advising for a range of business units (including HR, facilities, communications and marketing, technology, and sports) and supporting the Contracts and Procurement Division secure first class contracts with suppliers. Mastery of administrative law, contract law, corporate and/or government procurement laws. The Staff Attorney assists the General Counsel, on occasion and as requested, in any legal matters affecting the Authority. The Staff Attorney reports directly to the General Counsel. Work is performed under the direction and supervision of the General Counsel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The omission of specific statements of duties does not exclude them from the work assigned if the work is similar, related, or a logical assignment.

- Advising OCPS staff as to the most efficient means and methods of competitive goods and services, based on Authority rules specifically and best procurement practices generally.
- Reviewing OCPS staff drafts, or assisting in drafting, solicitations, including requests for proposals and requests for quotes, and resultant procurement agreements.
- Reviewing contracts for legal sufficiency.
- Drafting clearly written, logical and legally sound procurement recommendation memoranda for deciding officials in a timely manner.
- Conducting legal research, as necessary.
- Monitors bid protest cases if any and assist outside counsel as required.
- May be called upon to draft proposed laws and amendments to existing laws, and prepares explanations and justifications.
- Examines and analyzes procurement legislation and other legal documents from various sources in order to inform judgements about the procurement process.
- Performs research, provides oral or written opinions as a result of review.
- Keeps abreast of District of Columbia contracts matters (including case precedent, statutes, and regulations), administrative law, civil procedure and evidence, changes and trends in the law, and advises management of developments in the pertinent areas of the law on a regular basis.
- Occasionally and as requested by the General Counsel, performs other duties as assigned related to Authority's subject matter jurisdiction, including administrative, corporate and contract law matters.

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MINIMUM QUALIFICATIONS

- Demonstrated experience in legal writing.
- Juris Doctor from an accredited law school and member in good standing of the District of Columbia Bar.
- One to three years of experience working as an attorney.

- Master oral communications skills.
- Advanced legal research skills, including the use of library-based and electronic research solutions (e.g., LEXIS and Westlaw).
- Skill in drafting sound, concise, and legally sound solicitations and contracts.
- Excellent organizational skills.
- Proficiency in Microsoft Office Suite.
- Ability to work well under pressure and meet deadlines.
- Ability to prioritize tasks and perform with minimal supervision.
- Demonstrated ability to express ideas and convey information effectively, both orally and in writing.
- Extensive skills in interpreting and applying applicable laws, regulations and practices, including procurement policies and relevant judicial decisions.
- Extensive skills in applying sound judgment in review and analysis of matters assigned and deriving logical conclusions.
- Ability to read instructions, directions, letters, memos and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information with staff and customers.
- Preference given to candidates with sound working knowledge of competitive procurement methods and outcomes, whether with District or federal government or in a corporate environment.

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.