



Opening Date: 03/09/2017  
Closing Date: Open Until Filled

## **Vacancy Announcement #24-17 Director, Contracts & Procurement**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

### **SUMMARY DESCRIPTION**

The Director, Contracts and Procurement is a change agent who brings proven leadership and professional expertise in contract management, procurement and supply management in support of Event DC's strategic goals and objectives. Identifies strategic sourcing initiatives that will reduce and rationalize spend across all Event DC's business units, negotiates, develops and implements strategy, manages and executes contracts, develops an effective and professional procurement team that will provide procurement services to all business units of the company and creates strong performance metrics to monitor cost-effectiveness of procurement activities. Provides support to the Events DC business units and functional leaders and their management teams and collaborates with Events DC Teams to establish strong, consistent supplier management processes, and practices for key supply chains supporting the success of the company. This position reports to the Chief Financial Officer.

### **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.

- Provide strategic oversight and direction for the Office of Contracts & Procurement and establish an agenda for organizational transformation defining short to long-term service strategies that support the Authority's goals and business direction.
- Continuing development and implementation of key procurement processes including strategic sourcing, supplier selection, contracting, and supplier relationship management. Incorporate activities to bring more spending under management, enhance the procurement organization's skills and visibility, and increase both internal and external collaboration.
- Director will motivate/supervise and develop a department with procurement competencies at a high-level skillset contract management, category management, data analysis, and presentation expertise.
- Provides overall leadership to the purchasing team and ensures that procurement policies and procedures are followed by staff and customers. .
- Negotiate and oversee complex contracts. Ensuring supplier and organizational compliance with regulatory requirements.
- Developing and managing a standardized contract framework and supporting documents in collaboration with the Office of the General Counsel. (MSA, SOW) ensuring suppliers meet business requirements. Assist program/project team members with final contract language or negotiations as required.
- Apply advanced knowledge of purchasing principles, negotiation strategies and supplier relationship management expertise to create a high-performance supplier network and a competitive advantage for our organization, negotiating the best prices and deals, utilizing the power of purchase and economies of scale.
- Carry out regular competitive benchmarking and analysis and supplier risk assessment.
- Develop a performance measurement process and metrics for key suppliers, monitoring key supplier performance and report status on a regular basis.
- Ensure that files containing all information regarding purchases and services are kept in an orderly fashion and readily auditable condition.
- Act as a strong team player to build and influence both internal and external relationships, cooperate with internal business units and work at all levels of the organization to meet the Authority's business objectives.



- Participates in management quality control initiatives. Represents purchasing and contracting in divisional and organization-wide planning meetings and committees.
- Works with the accounting department to ensure that vendors are paid on a timely basis.
- Ensure timely and accurate issuance of reports to management, Board of Directors and regulating authorities.
- Provides information and assistance within the scope of designated authority.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Accounting or a Related Field, JD preferred.
- Minimum of 10 years of experience in technical procurement/contract management experience.
- Knowledge and Experience with US Government Contracts and Regulations.
- Strong negotiation, contracting and problem solving skills. Demonstrated ability to confront, address and negotiate through difficult situations in a diplomatic manner to achieve desired outcomes.
- Verifiable track record of identifying and implementing purchasing process improvements.
- Ability to lead, manage, develop and delegate effectively.
- Ability to read and write instructions, directions, memoranda, forms, and other written materials.
- Ability to converse orally and utilize standard telephones, blackberries, and two-way radios to receive and communicate information to staff and customers.
- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial and Expense Management

**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 Human Resources' lobby for on-line application purposes  
Mondays-Fridays, 8:30am to 5:30pm.  
Washington Convention & Sports Authority  
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.**