



Opening Date: 06/7/2017  
Closing Date: Open Until Filled

**Vacancy Announcement #36-17**  
**Deputy Director, Contracts and Procurement**

**SALARY: NEGOTIABLE**

**DC Residents Preferred**

**SUMMARY DESCRIPTION**

The Deputy Director will play an integral role in Events DC's Office of Contracts and Procurement and will handle cradle to grave contract lifecycle functions while managing the day-to-day operations of the contract administration group and creating a team environment. This position is responsible for making certain all new contracts, renewals/invoices are accurate, in compliance company policy, as well as statutory regulations, and generated timely within the parameters required for internal and external deadlines. The incumbent will manage a team of contracts analysts to oversee, facilitate, draft, and negotiate contracts in support of the organization. This position is responsible for ensuring that the contract administration team is properly trained and educated on all existing/new regulations, policies & procedures, product information, systems, etc., in order to perform their responsibilities, accurately, efficiently and in a timely manner. Reports to the Director of Contracts and Procurement services.

**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.

**EXAMPLES OF WORK ASSIGNED**

- Develops and maintain a thorough understanding of Event DC's contract planning, solicitation, award, and management processes, including the applicable procurement laws and regulations.
- Provides overall leadership to the purchasing team during Director's absence and ensure that procurement policies and procedures are followed by staff and customers
- Performs contract compliance reviews to determine compliance to contractual obligations
- Evaluates/monitors contract performance to determine necessity for amendments or extensions of contracts
- Assist in the creation and implementation of goals and objectives; holds the team and team members accountable for accomplishing their goals. Creates a supportive environment that helps team members meet their objectives
- Implements approved policies and procedures; recommends, prepares, and implements policies pertaining to support renewals
- Directly participate in the review, drafting, and negotiation of contracts, including events, facilities, services, consulting and non-disclosure agreements, and statements of work
- Interface with business and procurement personnel on a variety of vendor and contract- related issues
- Serve as the leader of the contract negotiation process
- Prepare contracting reports and metrics
- Conduct market research and cost benchmarking
- Assists with managing customer escalations and processes, working directly with our customers (external& internal) and cross-functionally on resolution ensuring all issues are addressed and resolved in a timely manner

- Works closely with other departments involving the processing of maintenance contracts
- Oversees/Assist as needed with system changes and various projects
- 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 (DIRECTOR)**

- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial and Expense Management

### **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 an accredited college and/or university (preferably in Business Management, Finance, Economics, Engineering, or related field)
- 6+ years' experience in procurement
- Three (3) years' management or team-lead experience
- Strong organization skills with ability to handle multiple concurrent projects
- Experience managing internal stakeholder relationships
- Strong 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

### **PREFERRED QUALIFICATIONS**

- CCCM, CPCM, IACCM certifications strongly preferred
- JD or MBA preferred

**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  
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 801 Mount Vernon Place, NW  
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