



Opening Date: 5/1/2018
Closing Date: Open Until Filled

Vacancy Announcement #37-18 Administrative Specialist (E.S.A.)

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 Administrative Specialist position requires a detailed-oriented and highly organized individual to provide contract administration for the Sports and Entertainment Division (SED) of Events DC. This exempt position is responsible for developing and maintaining a contract management system for the Entertainment and Sports Arena-SED contracts.

The incumbent will conduct timely review of all contract documentation submitted for processing, will oversee the collection of deposits and rental fees, and be responsible for the maintenance of contract records and data to facilitate flow of the contracting process. The Administrative Specialist will also serve as the primary liaison for SED to the Events DC Contracts and Requisitions Division. The incumbent reports to the Vice President of Operations/General Manager/Director, Operations.

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

- Maintains filing system for all SED contracts to ensure completeness and accuracy of contract records
- Coordinates all contract actions (i.e., modifications and payment process) in accordance with Events DC policies and procedures.
- Monitors contract deliverables for SED contractors and provides guidance to contractors concerning obligations to perform within contractual terms.
- Ensures documentation/paperwork needed for contract closeout is timely submitted to procurement and finance departments.

- Documents and maintains record of all contract actions approved by the Board of Directors, the procurement and/or legal departments.
- Ensures the timely collection of deposits and rental fees from SED customers.
- Follows up on a regular and periodic basis with customers to ensure timely resolution of problems and disputes.
- Assists in creating Request for Quotes (RFQs) and Scope of Works (SOW) for procurements of goods and services for the SED.
- Serves as the procurement liaison for SED and works closely with the Events DC Contracts and Procurement Division to secure vendors and services for SED events and facility operations.
- Evaluates contractor performance to complete end of year evaluations.
- Performs other duties as assigned by management.

CORE COMPETENCIES (ADMINISTRATIVE LINE STAFF)

- Job Knowledge and Technical Expertise
- Oral & Written Communication
- Attention to Detail
- Planning and Organizing
- Initiative

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to convey information effectively, both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Excellent analytical and problem-solving skills.
- Ability to effectively utilize the Microsoft Office Suite, including Word, Excel and Power Point.

MINIMUM QUALIFICATIONS

- Bachelor's degree in the administrative sciences, contracts and procurement; business administration, finance, or a closely related field; AND
- Three (3) years of office-related experience, preferably in procurement, contracting and/or paralegal activities; OR
- Any equivalent combination of experience, training, and/or education.

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.