



Opening Date: 6/25/19  
Closing Date: Open Until Filled

## **Vacancy Announcement #62-19 Contracts & Procurement Analyst I**

**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 Contract and Procurement Analyst (CPA) shall possess the experience and ability to provide guidance to stakeholder teams regarding best practices in contract management. The CPA will be responsible for working with internal program offices to determine procurement process and compliance requirements. This position reports to the Senior Manager of 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.

- Ensures consistency with Events DC's standards; negotiating contract terms with vendors; and pursuing cost savings opportunities consistent with the agency's goals.
- Analyzes vendor contracts to ensure accuracy before sending for approval; and advising on templates, processes, and policies.
- Assists the more experienced Contract Analysts in providing and supporting the implementation of business solutions; identifying business needs; analyzing and implementing necessary processes and practices.
- Managing contracts with direction to help meet the respective Events DC program objectives.
- Responsible for maintaining the integrity of the contract files and making sure they contain all the necessary information.

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Familiarity with 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.
- Familiarity and comfort in a customer service role.

## **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
- 1+ years' experience in contract management or strongly related field
- Strong organization skills with ability to handle multiple concurrent projects.
- Strong analytical, strategic, and decision-making skills.
- 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.**