

***Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***

**DUTIES** This is a non-career, term position with the Metropolitan Washington Airports Authority (Airports Authority). Serves as Contract Administrator for the Office of Technology (Office). Performs a full array of pre-award and post-award contract administration functions for assigned contracts, including coordination of the development of scope, specifications, cost estimates and justifications, support of advertising, evaluation, negotiations and contract award by Office of Finance (Procurement and Contracts), compilation of contract monitoring data by technical personnel, review of invoices and coordination of payment by Office of Finance (Accounts Payable) through Procurement and Contracts, and support of contract close-out by the Contracting Officer. Performs related functions.

--Participates with Office staff and others in procurement planning for Airports Authority information technology (IT) procurements, identifying future requirements and time-phasing of contracts. Works with supervisor and other Office staff to ensure contract compliance, identify opportunities to control contract costs through contract pricing structure, contract consolidation and other means, and to administer contracts on a day-to-day basis, ensuring effective review of invoices and coordination of timely payment. Helps prepare justifications, Airports Authority Board Papers and other documents, as necessary, for requisite funding approvals. Over life of contract(s), analyzes trends in contract types, costs, tasks, etc., and reports findings to supervisor for information and action.

--Prepares for contracting by compiling or helping to develop data concerning contract scope, specifications, cost estimates, schedules and other contracting decision support information such as feasibility evaluations, pricing structure, quality assurance/quality control requirements, the availability of funds and timelines of contracting cycles. Coordinates with Office staff to manage design, quality assurance/quality control and other facets of work as well as Procurement and Contracts staff. May recommend alternatives for contracting methods, types and terms that will be the most effective, administratively and financially, such as request for proposal (RFP), request for quotations (RFQ), or invitation for bid (IFB). May identify sources of competition, in conjunction with the Contracting Officer's Technical Representative (COTR), by conducting market research to identify potential offerors that can satisfy the technical pricing and delivery requirements and meet socio-economic requirements under law, regulations or policy, such as Local Disadvantaged Business Enterprise (LDBE) requirements. Works with COTRs in the drafting of the statement of work (SOW), specifications, justification (for initial contract or contract modification), evaluation criteria and other information. Coordinates review of draft package within the Office and with other parties as necessary. Assembles proposed final package and forwards approved package to the Procurement and Contracts Department for solicitation. Supports the Contracting Officer of the Procurement and Contracts Department with supporting information, which is primarily technical, throughout the advertising, evaluation, negotiation and award process. May serve as Evaluation Committee (EC) member on assigned contracts. Prepares and justifies or coordinates the justification of contract modifications, as required, during life of contract. Supports contract close-out by Contracting Officer.

--Administers assigned contracts. Establishes and maintains contract files. Tracks status of funds

against budget (allocating tasks to appropriate accounting cost codes) and contract funding/period. Reconciles data with Accounting/Budget quarterly. Provides oral/written reports. Maintains day-to-day working relationship with contractors' management or administrative representatives to ensure seamless contract administration. Reviews invoices for substance, signatures, costs and other factors (which may follow an initial, less detailed review by others) and coordinates with management staff (to include quality assurance/quality control) to ensure acceptable completion of work and obtain certification of invoices by COTR for payment or discusses need to withhold payment, e.g., when work is substandard or not performed. Tracks all approved invoices, coordinates with Procurement and Contracts and Accounts Payable for timely payment, and coordinates with supervisor, Contracting Officer, or others, as appropriate, for disapproved invoices. Investigates, documents and supports the resolution of problematic invoices, such as invoice discrepancies (due to inadequate or incorrect billing information), or performance problems (due to poor workmanship, insufficient/inadequate materials, damage to equipment or facilities, time penalties, etc.) by coordinating with the COTR and the contractor's administrative representative, escalates issues to contractor management or Contracting Officer, as appropriate, on behalf of the Office, helps the COTR and Contracting Officer prepare deficiency letter, etc. Supports the COTR and Contracting Officer with data needed to suspend or terminate contracts.

--Communicates and interacts effectively with internal and external business contacts including, but not limited to, other members of the unit/team, other Airports Authority employees (such as managers, supervisors, professionals, and support staff), and vendors/suppliers/tenants regarding contracts and work status so as to ensure an efficient, seamless operation and prompt payment of certified invoices.

--Uses a computer and (a) modern office suite software (such as MS Office) to communicate (email); plan; schedule; word process; manipulate data (databases and spreadsheets); presentations and graphics; (b) enterprise systems/software for requisitioning, budgeting, time and attendance, and other functions; and (c) special systems/software used in the Office.

--\*Performs other duties as assigned.\*

***Critical features of this job are described under the headings below. They may be subject to change through reasonable accommodation or otherwise.***

## **MINIMUM QUALIFICATIONS (MQs)**

To be rated qualified for this job, an applicant must meet all of the MQs listed below at the time of vacancy announcement closure.

1. A bachelor's degree in any field providing a strong foundation for successful performance of the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.
2. Five years of progressively responsible experience in procurement and contracting that includes substantive work in most of the DUTIES in this job description, including, but not

limited to: (a) public sector procurement/contracting/contract administration experience including contract/change management for information technology contracts; (b) experience using a variety of contracts (such as firm-fixed-price and fixed unit price, indefinite delivery, work order, incentive, and cost-reimbursement) and of methods of contracting (such as RFP, RFQ, and IFB), altogether to appropriately administer Office contracts, and (c) experience in managing/handling multiple procurements, and administering multiple contracts concurrently and in ensuring coordination and integration among related efforts; and in fostering full and open competition in procurement and contracting.

A Master's Degree in Business, Management, or Computer Science, providing a strong foundation for successful performance of the Duties in this job description may be substituted for two of these five years of experience.

## **PREFERRED QUALIFICATIONS**

The qualifications listed below (if any) are preferred and may be considered in the selection process, but are not required to be rated qualified for this job.

1. A bachelor's degree with a concentration in procurement, business administration, public policy, contract law, or other field directly related to the DUTIES in this job description.
2. Substantial public sector procurement and contract administration experience.
3. Experience using an automated procurement processing system, such as enterprise resource planning (ERP), covering procurement-supply chain management.
4. Certified Professional Public Buyer (CPPB), Certified Professional Contract Manager (CPCM) certification, or equivalent certification (or higher) from the Universal Public Procurement Certification Council (UPPCC) or another nationally or federally recognized procurement certification/credential.

## **KNOWLEDGE, SKILLS, ABILITIES AND OTHER FACTORS (KSAOs)**

The following KSAOs are required for successful performance of this job and are a basis for rating and ranking applicants who are found to meet the MQs. *Local, Federal, airport industry or Airports Authority specific bodies of knowledge listed below may be acquired on the job, typically; ability to rapidly acquire them is required at the time of vacancy announcement closure.*

1. Knowledge of various types of contracts (e.g., firm-fixed-price, fixed unit price, task order, indefinite delivery and cost-reimbursable) and methods of contracting (e.g., RFPs, RFQs, and IFBs) to support Project Office strategies, assist in the negotiation of modifications and claims, and to administer contracts for IT projects or goods and services.
2. Skill in managing/handling multiple procurements and administering multiple contracts concurrently; and coordinating and integrating among related efforts.

3. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes the ability to recognize subtle aspects of problems identify relevant information and make balanced recommendations or decisions. Examples include coordination review of invoices for payment and reviewing balances to ensure funds are available, correctly obligated and properly certified, paid, and tracked.
4. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate (email); plan; schedule; word process; manipulate data (databases and spreadsheets); presentations and graphics; (b) enterprise systems/software for requisitioning, budgeting, time and attendance and other functions; and (c) special systems/software used in the Office.
5. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand and in certain circumstances be convinced or persuaded. This includes skill in explaining programmatic objectives, processes and procedures and working with the Airports Authority's Accounts Payable function and contractors in the resolution of payment issues as well as encouraging effective oral communication by others, such as engineers, concerning any performance deficiencies related to invoices submitted.
6. Skill in written communication to understand written information (facts, and sometimes conflicting assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information in writing so that others will understand, and in certain circumstances, be convinced and/or persuaded).
7. This includes skill in reviewing the written work of others, including peers, COTRs and contractors, such as proposed new standard clauses for contracts, proposals and routine/non-routine memoranda about contracting issues; in reviewing sole justifications; in documenting procurement data; and in developing evaluation factors in concert with technical representatives.
8. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner. This includes skill in developing and maintaining relationships with key stakeholders, such as, but not limited to, those involved in contracting, accounting and project management, to ensure effective planning and execution of work and customer service satisfaction.

**RESPONSIBILITY** Is responsible for a full array of pre-award and post-award contract administration functions. The work directly impacts the ability of the Office to effectively manage contracts, especially invoicing and payment, and respond to requests for information about contracting.

Reports to the Manager, Technology Administration (Supervisor). Most work comes to the incumbent through established workflow consistent with assigned contracts. Special

assignments are typically given in broad terms of scope, background, objectives, deadlines, priorities and any special information about known or suspected problems that may complicate accomplishment of the assignment. Incumbent independently performs regular and recurring tasks in accordance with established procedures. Incumbent typically refers to the Supervisor for additional guidance or help on highly unusual or especially complex problems. Some work may not be susceptible to immediate review; consequently, incumbent's work is expected to be adequate and accurate while other work is spot checked by Supervisor upon completion for quantity, quality, timeliness, customer service and other factors such as performance management goals and measures as well as adherence to established policies and procedures.

Guidelines include, but are not limited to, Airports Authority Office of Technology directives; Procurement and Contracts Manual and policies and procedures; and applicable Budget directives and policies and procedures. The incumbent uses sound, experienced judgment and initiative in selecting and applying appropriate guidelines to plan and execute duties and responsibilities. When guidelines are not present, unclear, or conflict, the incumbent uses expert knowledge in selecting and applying the most applicable guide(s) and in balancing the application of the guidelines to the needs of the Office with regard to the contract.

**EFFORT** The work is primarily sedentary and typically requires light physical effort as in opening/closing file drawers, lifting and carrying files/building plans, etc. Incumbent may sit for extended periods while performing desk work; moves about to obtain or distribute work materials, meet with people, etc. Regularly uses a computer to develop reports, analyze costs, and perform other tasks; and operates other office equipment. Frequently exchanges information by telephone. Regularly reviews contracts and regulations containing small print.

**WORKING CONDITIONS** Works primarily in a well-lighted, ventilated and temperature controlled office and conference rooms. May experience some job pressure from tight deadlines, changing priorities or business conflicts with contractors and claimants.

**OTHER SIGNIFICANT JOB ASPECTS** Must maintain required certification(s). Must meet in-service and continuing education/training requirements.