

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

FUNCTIONAL DUTIES Serves as Deputy Manager, Procurement and Contracts (Dulles Corridor Enterprise), in the Procurement and Contracts Department in the Office of Finance, Metropolitan Washington Airports Authority (Airports Authority). Oversees the day-to-day management of all Dulles Corridor Metrorail Project (Project) and Dulles Toll Road (DTR) procurement processes and actions for the Airports Authority. This includes (1) supervision of subordinate Contracts Managers and Contracting Officers, (2) development, implementation and execution of procurement policies and procedures specific to the Dulles Corridor Metrorail Project (particularly as they pertain to purchases funded by the US Department of Transportation (USDOT) and are governed by Federal Transit Administration (FTA) requirements, and (3) performance of related functions, including provision of assistance to the Manager, Procurement and Contracts Department on Airports Authority-wide procurement and contracting issues and operations. Project procurements include a wide variety of large expenditure contracts for architect/engineer (A/E) design/build services, other services, construction and capital equipment purchases as well as leasing and maintenance agreements and relatively small expenditures for various goods.

--Through subordinate staff and consultants, or personally:

Directs, coordinates, monitors, and reviews activities in planning, soliciting, negotiating, awarding, administering and terminating construction, A/E, supply, service, consultant, and capital equipment contracts as well as leasing and maintenance agreements. The contracting process for most projects is complex, requiring extensive subcontracting, modifications of contracts, and negotiation of claims and settlement of disputes in accordance with FTA requirements.

Works with the Equal Opportunity Programs Department to assist in the identification of, and outreach to, Local Disadvantaged Business Enterprises (LDBEs), Disadvantaged Business Enterprises (DBEs), Minority Business Enterprise (MBEs) and Women's Business Enterprises (WBEs) for participation in contracting opportunities. Provides advice to the procurement staff and internal customers on contracting methods and procedures to advance and promote equal opportunity goals and requirements. Provides support and/or conducts overall outreach efforts to promote and improve contract and policy efforts related to procuring of goods, services and construction.

Coordinates with the Legal Counsel's staff and various program offices in developing contract documents and negotiating and settling protests, disputes and claims. Coordinates with other program offices, such as accounting, risk management and audit, to ensure compliance with Airports Authority procedures and requirements.

Assists in developing and updating Airports Authority-wide procurement policies and procedures and prepares written directives, with particular emphasis on items concerning the Project to reflect industry 'best practices'. Assists in developing internal procedures and contracting formats to facilitate the procurement process and to reduce procurement cycle

time while ensuring or fostering full and open competition.

Assists with directing and coordinating purchases off Federal contracts, Virginia contracts and local jurisdiction contracts via Metropolitan Washington Council of Governments (COG) riders.

--On a regular basis, personally analyzes commercial cost proposals for responsiveness and responsibility; reviews solicitations, amendments, awards, modifications and correspondence for adequacy and accuracy; reviews and approves all sole source and limited procurement justifications; makes presentations to top management regarding key contracting policies issues and activities; drafts procurement procedures, position papers, management reports and correspondence; provides training to subordinates in new procedures; and communicates directly with vendors, contractors and manufacturer's representatives to provide information concerning contracting opportunities and identify and stimulate sources of competition.

--In collaboration with the Deputy Vice President for Engineering (Dulles Corridor Metrorail Project), the Vice President for Engineering, the Manager, Procurement and Contracts Department and other key executives and stakeholders, conducts long-range procurement planning to ensure necessary contracting support to the Project. Monitors the status of ongoing and planned construction projects under the Project and the DTR, and reviews plans submitted by Airports Authority offices to identify future requirements and time-phasing of contracts. Monitors national and regional trends in major construction activity to identify appropriate methods, sources, prices and other terms for construction contracting and other types of procurement.

--Serves as a key negotiator to settle protests and claims and serves as a point of contact with representatives of the General Accountability Office (GAO), the FTA and other funders for information concerning Airports Authority contracting activities as required.

--Keeps abreast of planned and ongoing construction projects authorized under the Aviation Enterprise [the Capital Construction Program (CCP), the Capital Operating and Maintenance Investment Program (COMIP) and other construction] in addition to procurements/projects for the Project and the DTR, altogether to help review operations of, and recommend improvements to policies/procedures of, the Procurement and Contracts Department, and to otherwise assist the Department Manager.

--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 senior leaders, managers, supervisors, professionals, and support staff), consultants, vendors and suppliers, key stakeholders in the Project, and others to exchange information, to discuss/negotiate/administrate contracts, to make formal presentations, to collaborate and coordinate fully, and to perform other functions. Frequently interfaces with senior members of the contracting community.

--May serve as the senior Project, or Airports Authority, representative at procurement and small business trade shows.

--Occasionally, visits construction sites to monitor contractors' progress or evaluate claims.

--Operates a motor vehicle on the airport complexes (landside) and off the airports to attend meetings, make site visits and perform related functions.

--Uses a computer for various office suite applications (email, scheduling, word processing, spreadsheets, graphics, flow charting, etc.), as well as Enterprise Resource Planning (ERP) applications and other specialized software, with emphasis on procurement.

--*Performs other duties as assigned or as determined on own initiative.*

MANAGERIAL AND SUPERVISORY DUTIES In the context of Dulles Corridor procurement/contracts team operations, provides:

Organizational Planning Assists in establishing goals. Develops program plans and milestones. Recommends or assigns priorities. Assists in developing policies and procedures. Helps project budget requirements and allocation of available resources.

Program Direction Communicates organizational goals. Keeps employees and other managers informed. Develops and establishes review and control systems to assist in achieving goals and results. Reviews costs, manages fiscal resources and maintains control over assigned Airports Authority resources and assets.

Human Resource Management Assists in the selection, assignment and development of employees. Delegates and assigns work. Evaluates employee performance and administers human resource management programs established by the Airports Authority. Ensures the application of EEO principles and adheres to EEO requirements.

Program Evaluation Reviews program quality and progress toward achieving goals and program results on a periodic basis. Takes corrective actions to maintain work progress on schedule, improve employee performance or modify program goals or operations, as appropriate.

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 three 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 success in the DUTIES in this job description, or an equivalent combination of education, experience and training that totals four years.

2. Eight years of progressively responsible experience in procurement and contracting that includes substantive work in the range of DUTIES in this job description, to include:
 - a. Experience as a first level (or higher level) supervisor.
 - b. Specialized experience in pre-award and post-award procurement and contracting for goods and services in the public sector, and in adherence to Federal Transit Administration (FTA) third party contracting requirements for large scale public sector construction projects.

Included in the specialized experience requirements above are evidence of skills in planning work for, and supervising staff in, procurement/contracting projects and daily operations; in reasoning in problem solving; in decision making; in persuading and negotiating; in writing; in communicating orally; and in leveraging interpersonal relationships to ensure effective planning and execution of work and customer service satisfaction. Also required is evidence of skill in forecasting procurement requirements; in managing multiple, major procurements, and administering multiple, major contracts, concurrently; in identifying sub-optimum procurement and contracting policies and procedures and recommending improvements (such as improvements in procurement cycle time); in ensuring coordination and integration among related efforts; and in fostering full and open competition in procurement and contracting.

Education and training beyond what is needed to satisfy MQ 1 above may be substituted for up to two of these eight years of experience (MQ 2) on a week-to-week basis provided the education and training provide evidence of the knowledge, skills and abilities required by item 2(b).

3. Ability to obtain certification as a Certified Public Purchasing Officer (CPPO) within two years of placement in this job, if not already certified as a CPPO. The certificating body (Universal Public Procurement Certification Council) establishes the requirements. See OTHER SIGNIFICANT JOB ASPECTS in this job description.

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. Specialized procurement and contracting experience for large scale public sector construction projects.
2. Experience using an automated procurement processing system, such as enterprise resource planning (ERP), covering procurement-supply chain management.
3. Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB) or Certified Professional Contract Manager (CPCM) certification, or equivalent certification (or higher).

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 Airports Authority management functions, policies and procedures, including EEO principles and requirements, and knowledge of supervisory principles, altogether to help manage the programs and operations of the Department and to supervise subordinates
2. Knowledge of, and skill in use of Federal Transit Administration (FTA) third party contracting requirements as they relate to pre-award and post-award functions for large scale public sector construction projects.
3. Knowledge of Federal, state, local government and industrial sector procurement regulations, policies and practices (including the importance, objectives and responsibilities of procurement in supporting authorized programs of the Airports Authority as well as price investigation and source evaluation techniques); knowledge of economic principles/trends affecting procurement in the greater Washington area; knowledge of airport industry procurement; knowledge of small businesses in the greater Washington area; and knowledge of various administrative requirements [such as the LDBE/DBE/MBE/WBE programs, Owner Controlled Insurance Program (OCIP), airport security and safety], altogether to help develop procurement policies and procedures for, and help oversee the procurement/contracting operations of, the Airports Authority (primarily for the Dulles Corridor Metrorail Project), to manage major procurement through subordinates and to personally serve as a Contracting Officer.
4. Knowledge of planned and ongoing construction projects authorized under the CCP, the COMIP and other construction programs, and knowledge of the Dulles Corridor Metrorail Project and the Dulles Toll Road, altogether to perform procurement planning at strategic and tactical levels, to determine scheduling and priorities, to advise/assist on procurement policies/procedures Airports Authority-wide, to otherwise assist the Manager, Procurement and Contracts Department, and to perform related functions.
5. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to recognize subtle aspects of problems, identify relevant information and make balanced recommendations and decisions. Examples include resolving claims on construction contracts, services contracts or concession contracts when the variables include competing contract law principles and conflicting or competing Airports Authority policies or program office desires.
6. Skill in oral communication to understand verbal information (facts and sometimes conflicting assertions and arguments), and to express such information verbally so that others

will understand, and, in certain circumstances, be convinced or persuaded (at times regarding protests, claims and other sensitive issues). This includes skill in encouraging effective oral communication by others, such as senior managers about their procurement wants/needs, and subordinate supervisors about technical, customer service and other types of issues.

7. 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 or persuaded (at times regarding protests, claims and other sensitive issues). This includes skill in the review of the written work of others, such as proposed new standard clauses for contracts and routine/non-routine memoranda about contracting issues.
8. Skill in negotiation with bidders and contractors to obtain best price, delivery and other terms.
9. Skill in using a computer and modern office suite software to maintain records, develop reports and perform other functions, with primary emphasis on the following applications: communicating (email), planning, word processing, creating/using spreadsheets, and creating/using and presentations; and skill in using specialized software, such as ERP procurement modules.
10. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner.
11. Mature judgment, extraordinary discretion and thoughtful decisiveness to perceive the critical impact and subtle implications of issues, make sound and timely recommendations and decisions, and serve as a trusted advisor to management on procurement and contracting policies, issues and operations.
12. Commitment to ethics and integrity in public service to help ensure ethical and transparent procurement operations and operations and help set the example for integrity within the Dulles Corridor Enterprise procurement/contracts team.

RESPONSIBILITY Is responsible for managing the Dulles Corridor Enterprise procurement/contracts team, and for helping the Manager, Procurement and Contracts Department establish and ensure adherence to Airports Authority-wide procurement policies and procedures, which apply to small purchases made by procurement offices at DCA and IAD as well as centralized procurement. Work directly and significantly impacts long-, mid- and short-term plans and operations of the Dulles Corridor Enterprise procurement/contracts team, and strongly impacts the Dulles Corridor Metrorail Project.

Reports to the Manager, Procurement and Contracts Department (Supervisor). Most work flows to the incumbent as a function of assigned responsibilities. Special projects may be assigned in such terms as goals, priorities, deadlines, resources and important considerations, with the specific approach and execution left to the incumbent. The incumbent independently plans work

and solves problems that are administratively or technically complex (such as weighing costs, benefits and risks of various procurement approaches for major investments) or highly sensitive. Keeps the Supervisor informed of the status of contracting activities, critical policy issues and matters that may be of interest to the President and Chief Executive Officer, the Chief Operating Officer, and the Chief Financial Officer or the Board of Directors. Seeks guidance on extremely sensitive issues, typically with provision of options and recommendations. Work is expected to be timely, accurate and thorough in terms of identification of issues, consideration of options and effectiveness of recommendations/decisions. The Supervisor typically reviews work in terms of accomplishment of objectives, adherence to special guidance (if any), trade-offs, customer service, timeliness and other factors, including quantity, quality, service, teamwork, customer service and other factors, including specific performance management requirements.

Guidelines include but are not limited to the Federal Acquisition Regulation (FAR), FTA third party contracting requirements, GAO guidelines, the Uniform Commercial Code, the Airports Authority Procurement Policies and Procedures Manual, the Contracting Procedures Manual, Dulles Metrorail Project requirements, Airports Authority budget considerations, EEO principles and requirements, equal contracting programs, such as LDBE, DBE, WBE, and MBE programs, the Thomas Register, Dunn & Bradstreet vendor periodicals and publications, engineering drawings and specifications, and price investigation and source evaluation techniques. The incumbent may consult directly with senior attorneys for advice and assistance on new or particularly complex legal or regulatory issues affecting the work. Uses initiative and judgment to analyze the economic context for major procurement activities, to help ensure application of the best procurement methods in view of Airports Authority needs, and to help develop and help oversee application of procurement policies and procedures to best meet the needs of the Airports Authority consistent with guidelines.

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 cost proposals and perform other tasks; operates other office equipment. Frequently exchanges information by telephone. Regularly reviews contracts and regulations containing small print. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works primarily in a well lighted, ventilated and temperature controlled office and conference rooms. May be subject to potential for significant job pressures or frustrations from tight deadlines, changing priorities, interpersonal conflicts with contractors and claimants, adversarial circumstances, etc. May be exposed to some adverse weather conditions and dust/grease/dirt when visiting field work sites. Wears hard hat and other personal protective equipment/clothing, as needed, at a construction work site.

OTHER SIGNIFICANT JOB ASPECTS Certification as a Certified Public Purchasing Officer (CPPO) is required within two years of placement in this job consistent with the certifying body's eligibility standard(s), testing schedule(s) and other requirements (if any); certification must be maintained.

