

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

DUTIES Serves as a Procurement Technician in the Procurement and Contracts office (Office) of the Dulles Corridor Metrorail Project (Project), Metropolitan Washington Airports Authority (Airports Authority). Assists Procurement and Contracts staff in preparing and administering contractual instruments and related documents, and in administering other procurement and administrative programs and activities. The work situation requires an understanding of the responsibilities of the Office and individual staff members. Performs related functions.

--Answers phone calls and receives visitors to the office, personally handling routine situations such as explaining the Project's Office's process to vendors/suppliers/ contractors or referring caller to an appropriate staff member. Places calls to vendors/ suppliers/contractors and Project Contracting Officer's Technical Representatives (COTRs) for contracting managers/officers.

--Types and proofreads correspondence, and other contracting/purchase documents such as correspondence to vendors/suppliers/contractors regarding contract close-outs. Drafts and/or types solicitations, purchase orders, contracts, contract modifications and amendments, task orders and delivery orders as directed. Inserts items into boilerplate contract documents for contracting managers/officers. Assembles contract and related documents into a package, as necessary.

--Analyzes incoming invoices to verify the invoices are properly received with the contractual information required on the invoice as well as confirms the rates are consistent with the rates in the contract price schedule; distributes memoranda with attached invoices to requestor/COTRs for approval of invoice amounts. Maintains payment logs for tracking invoice payments; enters receipt information for contracts into the automated system to complete/close out the contract file and forwards to Accounting for payment. Notifies requestor/COTR when the contract amount is 80% of the total amount paid on the contract balance. Researches unpaid invoices and resolves disputed charges with accounting, vendor, and requestor/COTR.

--Maintains office files and databases. Creates a suspense file and tracking system for Project procurement actions; alerts contracting managers/officers regarding upcoming and past-due dates/deadlines. Enters data into various enterprise systems including the Project's Constructware. Prepares ad hoc and recurring reports for the Office.

--Establishes and maintains contract files for all types of contracts. Compiles information and prepares appropriate documents for contract modifications and amendments, task orders and delivery orders for contracting manager/officer approval; assembles task orders and modifications; secures contractor/contracting manager/officer signatures and makes final distribution; maintains payment spreadsheet(s) and status sheets for all contractual actions for these contracts for input into the contract database.

--Performs aspects of contract closeout, including preparing modifications, obtaining clearance from Risk Management for outstanding insurance claims, requesting and receiving executed Contractor's Release of Claims, properly preparing contract files for closeout, and ensuring

Contracting Officer approval for closeout. Monitors contract records, payment, and closeout schedules to ensure timely completion of required actions. Archives closed contracts.

--Maintains automated databases and spreadsheets to support organization's budget and personnel data and to generate reports and summaries for manager.

--Coordinates and processes internal and external requests for audit of contract files. Reviews contract files to ensure proper contractual documentation is found in the file for Office of Audit's (or outside auditor's) review. Maintains an Audit Log of contract files to include such information as the assigned Contracting Officer, the assigned Auditor, and sign-in and sign-out dates.

--Prepares office forms (e.g., purchase requests, travel and training) ensuring accuracy and conformance with established procedures with information such as accounting codes, stock or serial numbers, prices, department codes, justifications, etc., and obtains authorized signatures.

--Provides administrative support by monitoring inventory levels of office supplies to adjust to changes in demand and maintain availability; places orders as necessary. Sorts and distributes mail, reviewing and inputting PRs and Short Forms. Establishes and sets-up department files, including contracts, administrative and other routine information. Makes copies and sends and monitors the receipt of facsimiles.

--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 executives, managers, supervisors, professionals, and support staff), vendors/suppliers/contractors, and the general public.

--Uses a computer and (a) modern office suite software for various applications such as, but not limited to, planning/scheduling, communicating (email), word processing, data manipulation (databases and spreadsheets), charts/graphics and presentations, (b) enterprise software for requisitioning items, budgeting, time and attendance, and other functions, and (c) specialty systems/software used such as Constructware.

--May use a motor vehicle to attend meetings, visit job sites, contractors and suppliers, and perform related functions.

--*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.

1. A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
2. Five years of progressively responsible experience in clerical and administrative duties that includes substantive work in a range of the DUTIES in this job description, to include: (a)

experience using established and standardized contracting and procurement methods, processes, procedures and practices to prepare and administer contractual instruments and related documents and clerical/administrative activities, (b) typing documents, tables, data and complex charts; (c) preparing spreadsheets, (d) assembling and summarizing information, (e) filing (including indexing, maintenance, and new file set-up); (f) checking materials for spelling, typographical errors, format conformance and procedural requirements; (g) screening callers and visitors, and (h) requisitioning office supplies, equipment, etc., and maintaining office supply inventory levels

A fully equivalent combination of education and training beyond what is needed to satisfy MQ 1 may be substituted for four of these five years of experience provided the education, experience and training provide evidence of the skills and abilities required by MQ 2. One example is an associate's degree in any field that demonstrates ability to successfully perform the DUTIES in this job description, such as those listed in items (a) through (h) above; it may be substituted for up to two years of the required five years of experience.

3. One year of the five years specified above must include specialized experience in researching contract modifications, payment claims questions, utilizing databases to obtain and analyze information, and preparing and maintaining suspense and contract files.

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.

None

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.*

2. Knowledge of the duties, priorities, commitments, policies, program goals and key projects of the office staff and of the Project's procurement procedures to perform general office functions, to provide administrative support in substantive and procedural forms, to obtain/provide information, to refer callers/visitors and distribute mail to the right person, and to provide or coordinate other forms of administrative and clerical support.
3. Knowledge of current procurement activities to follow-up on requests for information from supervisor, to prepare procurement status reports, and perform similar/related functions.
4. Knowledge of, and skill in, (a) file clerking and record/file maintenance, (b) drafting non-technical documents (including adhering to formats/boilerplates and instructions and working

from source documents, instructions, etc.), (c) editing, proofing and finalizing documents, (d) setting up and using electronic and paper filing systems (including suspense files), (e) controlling correspondence and other types of workflow, and (f) performing other types of administrative and clerical duties in support of the work of professional staff.

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 skill in setting up new electronic and paper filing systems, in identifying changes in demand for office supplies and maintaining availability, and in making decisions on which information should be assembled in support of the supervisor and which calls and visitors should be directed to the supervisor based on knowledge of supervisor's needs, preferences and priorities.
6. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner.
7. Skill in written communication (including spelling, punctuation, grammar, vocabulary, formats and other clerical matters) and ability to understand written information (facts, assertions and interests) to proofread and type documents, to recognize unclear information or incorrect data, and to draft routine correspondence.
8. Skill in oral communication to understand verbal information (including instructions, descriptions, and ideas) and to express such information verbally so that others will understand. Examples include exchanging routine and non-routine information about office operations with visitors and callers and equipment needs with staff members.
9. Skill in using a computer and (a) modern office suite software (such as MS Office) to communicate; plan; schedule; word process; prepare graphics; manipulate data (spreadsheets and databases); and develop reports; (b) enterprise systems/software for requisitioning, budgeting, and other functions; and (c) specialty systems/software used in the office.

RESPONSIBILITY Is responsible for performing administrative work to facilitate and expedite the procurement process within the Dulles Corridor Metrorail Project and in preparing contract documents and packages; maintaining vendor information; preparing procurement reports; processing invoices and exporting transactions to accounting for payment; and assisting Supervisor and staff members with a variety of other procurement and administrative activities to facilitate office's operations and ease administrative burden.

Reports to Deputy Manager, Procurement and Contracts Department (Dulles Metrorail Project) (Supervisor) who provides the incumbent with general information on the work to be performed. The incumbent independently organizes recurring work to meet established deadlines. Works according to established procedures and other guidelines. Supervisor typically provides brief instructions on special projects or new work. Incumbent consults reference materials, employees in other offices (e.g., accounting and COTRs), supervisor or contracting manager/officer for guidance on non-routine work. The Supervisor typically reviews routine work in terms of results

obtained. Non-routine work may be spot checked in progress or reviewed upon completion in terms of quality, quantity, timeliness, adherence to guidelines, and other factors.

EFFORT Work is primarily sedentary and requires light physical effort. It requires moving about to obtain and coordinate work, and typically involves sitting for extended periods when performing desk work. May stand or stay in one position for long periods when filing or copying; opens and closes file drawers; and moves or positions self to reach/use objects and office equipment. Occasionally moves up to 15 pounds when storing office supplies. Regularly uses a computer to develop reports, analyze data, develop graphics and spreadsheets, and perform other tasks; operates other office equipment. Routinely exchanges information by telephone. In driving, operates vehicle using judgment in consideration of weather, traffic and other factors.

WORKING CONDITIONS Works in a adequately ventilated and temperature controlled office setting. Is subject to continuing interruptions from phone calls and visitors.

OTHER SIGNIFICANT JOB ASPECTS None