



Position Description

Position Title:	Contract Specialist (Development)	Department:	Real Estate Development
Reports to:	Capital Asset Manager	Employment Status:	Full-Time
FLSA Status:	Non-Exempt	Date Created:	February 2020

Summary

The primary purpose of this position is to coordinate the contracting and procurement activities of Columbia Housing to ensure compliance with applicable regulations. Responsibilities include researching, developing, and issuing requests for proposals and other relevant contract and procurement functions.

All activities must support the Columbia Housing's ("CH") mission, strategic goals, and objectives.

Essential Duties and Responsibilities

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Develops invitation to bid packages, Request for Proposals, and Request for Qualifications in conjunction with CH Housing department heads and other requesting parties.
- Develops evaluation forms for committee review of IFBs, RFPs & RFQs.
- Identifies special products and services that must be acquired through contracts.
- Assists managers/requestors with identifying the best contracting services, equipment, etc. for the organization.
- Develops procurement objectives in terms of competition and price range and constructs contractual agreements, including pricing arrangements, subcontracting policy, etc.
- Prepares and maintains current acquisition plans, appropriate milestone charts, and related schedules.
- Advises managers/requestors on procurement objectives and assists in the preparation of statements of work.
- Prepares determination, finding, and solicitation documents.
- Performs analyses of all elements of cost in contractor proposals and makes competitive range determinations.
- Conducts pre-proposal conference(s) with prospective contractors(s) in order for them to arrive at a clear understanding of what is required under the proposed contract.
- Obtains appropriate data from contractors and technical officials.
- Executes contract administration, which includes incremental funding preparation of rates and cost of adjustment, coordinates time extension, incorporates change orders, issues stop-work orders or show cause letters, and monitors approval of progress payments, final payment and contract closeout; terminates contracts.
- Works closely with other agencies having interrelated requirements associated with the procurement process and/or administrative services, e.g., HUD, D.C. Office of Finance and Revenue, D.C. Department of Regulatory Affairs, and advertising with Commerce Business Daily of the Department of Commerce or local newspapers.
- Performs other related duties as assigned



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Behavioral Competencies

This position requires the incumbent to exhibit the following behavioral skills:

Job Knowledge: Exhibits requisite knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of CH. Uses appropriate judgment & decision making in accordance with level of responsibility.

Commitment: Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; persists despite obstacles and opposition.

Customer Service: Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

Effective Communication: Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys understanding of, the comments and questions of others; listens effectively.

Initiative: Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

Responsiveness and Accountability: Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; does fair share of work.

Teamwork: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

Job Competencies

- Knowledge of the general operations and procedures of CH departments, properties, and HUD housing programs.
- Knowledge of HUD, federal, state, and local laws and regulations, as well as CH policies and procedures related to the position.
- In-depth knowledge of contracting methods and contract types to plan and carry-out long-term pre-award and post-award procurement actions.
- Knowledge of principles of contract and acquisition planning that is sufficient to develop and implement plans to procure multiyear programs and handle complex procurement transactions.
- Comprehensive knowledge of contract administration and termination techniques that is sufficient enough to administer and close out contracts.
- Knowledge of formal advertising to develop contracts or schedules for the purchase of large quantities of items to meet the consolidated requirements.
- Knowledge of the public housing industry to analyze the availability of the potential suppliers or develop new sources for supply



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Education and/or Experience

Bachelor's Degree in Business Administration or related field and a minimum of two (2) years of experience in the administration of contracts and procurement. An equivalent combination of education and experience may be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under CH's automobile insurance plan at the standard rate.

Technical Skills

To perform this job successfully, the employee should have strong computer skills (e.g. MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Office environment. The noise level in the work environment is moderate.



Position Description

Read and Acknowledged

Employee Signature

Date

Employee Name [printed]