

## Supervisory Contract Specialist

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Company: Veterans Benefits Administration

Location: Salt Lake City

Category: business-and-financial-operations

### Summary

Supervisory Contract Specialist is in the (VA), Veterans Benefits Administration (VBA), Office of Mission Support (OMS). This position serves as the Director for the Acquisition Directorate (AD) and may be required to fulfill acquisition-based roles such as the Head of Contracting Activity or other distinctions or delegations in accordance with the Federal Acquisition Regulation (FAR), Veterans Affairs Acquisition Regulations (VAAR), or Veterans Affairs Acquisition Manual (VAAM).

### Duties

Serves as an expert advisor to VBA's senior leaders, including the Under Secretary for Benefits. The Director is responsible for executing acquisition in direct response to VBA's requirements and implementation of goals and objectives.

Ensures socioeconomic goals and programs set by the Department of Veterans Affairs are addressed through planning and in compliance with competition and regulatory requirements set by the FAR, VAAR, or other policies, rules and regulations.

Represents VBA at meetings, conference, intra-agency and inter-agency events;

Advises leaders within VBA on problems involving the relationship of the work to programs and the impact on these programs.

Develops performance standards appropriate to the grade and series, mid-year and final performance evaluations, and other supervisory human capital actions required at the

leadership level.

Oversees staff and supervisors who are diverse in technical depth and empowers staff to drive solutions in situations where disparate knowledge and perspectives exist.

Functions with mastery in federal procurement as practiced within the Department of Veterans Affairs such that accurate technical direction is provided to leadership, customers and other stakeholders.

Ensures subordinate staff have the technical depth and agility to manage a myriad of contracts ranging in type, complexity and span functional areas such as commodities, services, unique professional services in the automation/digitization areas, construction, architect/engineering.

Develops long and short-range organizational plans and goals through subordinate staff; ensures staff actively participate in Directorate's strategic goals and initiatives and directs projects that tie to advancing VBA's procurement efforts and the quality and compliance of procurement products.

Ensures strategies are developed so that leadership at all levels are provided data and are properly briefed in meaningful cadences; explains complicated procurement challenges to senior leadership within VBA or with key stakeholders within VA.

Serves as a subject matter expert for procurement matters and facilitates decision making in VBA and/or Department level meetings or with other stakeholders (GAO, Congress, OIT, OGC or OGC).

Ensures Directorate is managing expectations in critical areas such as PALT, socio-economic considerations, category management and that plans are developed, where necessary, to advance government wide initiatives in these critical areas.

Oversees facilitation of a comprehensive acquisition career management program in accordance with the OMB directive that mandates establishment of certification, training, education, and experience requirements for VA's contracting workforce, as well as succession planning to ensure workforce continuity.

Establishes goals and metrics that supplement VA imposed metrics and measures.

**Promotion Potential:** GS-15

**This is a temporary promotion not to exceed (NTE) one year. It may be extended for additional periods NTE a total of five years, or it may be made permanent without further competition.**

**Work Schedule :** Full time, Monday through Friday

**Compressed/Flexible:** At discretion of Agency.

**Telework:** Yes; At discretion of Agency.

**Virtual:** This is a virtual position. Location Negotiable. If selected applicant is required to report to a VA facility as outlined in telework agreement.

**Position Description/PD# :** Supervisory Contract Specialist; 38015-0

**Relocation/Recruitment Incentives :** Not authorized

**Financial Disclosure Report**Not Required

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