



PMRF Barking Sands Project

## POSITION DESCRIPTION

**ITT Systems Corporation/Akimeka Technologies**

11/09/01

POSITION TITLE:

CONTRACT SPECIALIST (MA-6)

### POSITION SUMMARY:

Works with and supports the Business manager on a variety of Contract Administrator duties and tasks. Develops proposals and negotiates with the Government personnel on contract and other IDIQ requirements within BOS/ROS at PMRF.

### MAJOR JOB ACTIVITIES:

- Direct interface with Government contracts office on contractual matters.
- Responsible for receiving, distribution, review and comments on Request for Proposals, Modifications, Equipment Assignments and subcontracts.
- Gathers source information from all offices for use in developing proposal, including finance, program control and contract task managers.
- Reviews proposal data to ensure compliance with methodologies followed for Basis of Estimates, as well as with indirect rates and Collective Bargaining Agreement (CBA)/Service Contract Act (SCA), as applicable.
- Maintains a contract data base, including a contract modification value log and others as required to track changes and costs on subcontracts, and IDIQ modifications, if required.
- Arranges and participates in contract pre-proposal conference on new modifications to basic contract and on subcontracts.
- Administers and maintains good file documentation and supporting information for Consent to Subcontract files for Government review.
- Responsible for large dollar value, and most complex, vendor purchases that support both Contract Task Orders (CTO) proposals and non-CTO requirements.
- Receives daily work requirements from the IDIQ Coordinator. Reports directly to the Manu Kai Business Manager, as the Supervisor.
- Crafts Purchase Order IAW Federal Acquisition Regulations (FAR) and conducts appropriate price analysis, evaluations and competition on all Purchase requests, consistent with FAR and Corporate Purchasing Manual.

**WORKING ENVIRONMENT/PHYSICAL ELEMENTS:**

**Working Environment:** General office environment.

**Physical Elements:**

**LIFTING**

Lifting, with a limit of

- 1 - 10 lbs
- 10 – 25 lbs
- 25 – 50 lbs
- Over 50 lbs

**POSITIONS**

- Walking or standing
- Crawling, kneeling or cramped
- Work requiring repeated stooping
- Sitting
- Work requiring repeated or frequent climbing

**PUSHING/PULLING**

- 1 - 10 lbs
- 10 – 25 lbs
- 25 – 50 lbs
- Over 50 lbs

**ENVIRONMENTAL**

- Customer Contact
- Extended Work Day
- Confined Work Area
- Office Laboratory
- Field Assignment
- Inclement Weather

**MINIMUM QUALIFICATIONS:**

**Education:**

- High School or equivalent.
- A.S. Degree
- Bachelor's Degree from an accredited college or university in management or business administration is desired. Twelve credit hours in business is required within the first year of hiring.
- Master's Degree in

**Experience:**

- Two years of experience in the related field.
- Experience with Government contracts is required.
- Must have knowledge of Federal Acquisition Regulation (FAR) and government procurement and subcontracting systems, policies and procedures.

**SECURITY CLEARANCE:** Must be able to obtain and maintain the appropriate security clearance.

**LAST REVISED:** 07/01/2010

Applicants need to submit their resume on the attached web site

Home site link: <http://www.defense.itt.com/index.htm>

Career site link: <http://sh.webhire.com/public/591/>

Direct contact at PMRF are:

Human Resources - Duanne Pescador 808/335-4015

Business Manager - Tim O'Brien 808/335-4113

Contract Manager - Sherlend Massey 808/335-4393