



### Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

#### Contracts & Travel Administrator Announcement Number: SE-24-0148 Number of Vacancies: One

<b>OPEN DATE:</b>	August 20, 2024
<b>CLOSING DATE:</b>	September 3, 2024
<b>PAY BAND:</b>	I
<b>SALARY RANGE:</b>	\$75,000 – 85,000 (Commensurate with Experience)
<b>POSITION TYPE:</b>	Trust Fund
<b>APPOINTMENT TYPE:</b>	Indefinite
<b>SCHEDULE:</b>	Full time
<b>DUTY LOCATION:</b>	Washington, DC

**Position Sensitivity and Risk:** Non-sensitive (NS)/Low Risk

**Open to all current Smithsonian Employees**

#### What are Trust Fund Positions?

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

#### CONDITIONS OF EMPLOYMENT

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.
- Trust applicants must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

#### OVERVIEW

The Contracts & Travel Administrator will assist with SE's contract operations, and ensure alignment with SI's Directives, policies and procedures. The incumbent will build relationships within SE and across the Smithsonian community to foster support, compliance and proper oversight of SE's revenue generating and expense contracts. This position performs a variety of duties that support the effective performance of the Internal Operations team, with concentration on compliance tracking, records management, and general contract administrative functions across SE. The incumbent also has responsibility for the SE Government Travel program.

## **DUTIES AND RESPONSIBILITIES**

### **Contract Responsibilities:**

- Manage the full life cycle of administrative contracts for SE to include contract competition, analysis, creation, and execution according to internal policies and procedures.
- Work with the Senior Director, Internal Operations to:
  - Assist with more complex contracts and partner with SE/SI staff to ensure all SE divisions manage contract competition, analysis, creation, and execution according to internal policies and procedures.
  - Partner with SE divisions to ensure appropriate practices are performed as new contracts or amendments are executed.
  - Assist in the preparation of information packages for internal and external audiences containing required documents.
  - Communicate effectively to SE staff to assist SE divisions with the compliance of Smithsonian SD314 contracting policy, and other related processes.
  - Assist with training newly hired employees with contracting responsibilities on Smithsonian contracting policies and other related processes.
  - Draft and distribute amendments, agreements as well as supporting contractual documents to SE staff.
  - Assist in the review, routing and filing of contracts, amendments, memos, and invoices in accordance with internal approval practices.
- Enter, update, and maintain information about contract status, amendments and modifications, and other contracting activities into internal contract management systems to record, manage, view, obtain reports, and monitor schedules and expiration dates.
- Support ongoing and new projects, including the implementation of notifications in the contract management system. Generate monthly and quarterly contract status reports (and other reports as requested), and following up with staff on open items. Assist in a monthly internal audit of records, and partner with appropriate parties to address any open questions.
- Present to SE management and other stakeholders any notable themes or trends found during contract reviews and make recommendations on improvements.
- Assists with verifying selected vendors' registrations in the System for Award Management and Excluded Parties List System (EPLS) and ensure proper record keeping.
- Must maintain strict confidentiality in all matters.

### **Government Travel Program Responsibilities:**

- Responsible for overall administration of Government Travel Program for SE travelers. Main contact for troubleshooting travel system.
- Responsible for Government Travel Program reporting, including but not limited to: monthly travel status for SE Accounting; SE voucher fees for SI Travel Office; and travel audit research and response for SE Accounting.
- Responsible for reviewing all employee vouchers for accuracy, validating signatures and receipts, ensuring alignment with policies, and partnering with employees and travel office to address discrepancies.
- Responsible for setting up Government Travel Program user training for all new travelers.
- Monitors any changes to the Contracting and Government Travel Program Administrative Policies and communicating relevant information to SE employees.

## **QUALIFICATION REQUIREMENTS**

To qualify for this position, applicants must possess a bachelor's degree from a four-year college or university required and 2-5 years relevant work experience (described below); or an equivalent combination of education and experience.

### **Experience required for this position is as follows:**

- Two to five years of experience with contract administration under Federal or Commercial contract policies preferred.

- Knowledge of the Concur (ConcurGov) on-line travel system approved for use by federal agencies (or an equivalent travel program) and the provisions of the General Services Administration (GSA) Federal Travel Regulation (FTR) required.
- Ability to manage multiple projects at once.
- Exceptional communications and customer service skills and the ability to formulate insights and opinions around complex business problems.
- Exemplifies knowledge of contract administration and a basic understanding of contractual elements, terms and conditions.
- Possesses superior attention to detail in order to spot inconsistencies in contracts.
- Has previous experience in customer service and strong communication skills, both verbal and written.
- Fluent in Microsoft Office applications and Adobe Acrobat Pro application.
- Experience with data entry and maintenance in central database/contract management system.
- Knowledge of ServiceNow or similar ticketing system preferred.
- Should exhibit strong organizational and time management abilities.
- The position requires a highly organized individual who works well both independently and collaboratively to achieve desired goals.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

How To Apply:

<b>Please forward a resume, and cover letter to:</b>	<a href="mailto:SECareers@si.edu">SECareers@si.edu</a> Please include the position title in the subject line.
Applications received on or before <b>September 3, 2024, at 5:00pm (EST)</b> will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year).	
<p>What To Expect Next:</p> <p>Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. After a review of applicant resume is complete, qualified candidates' résumés will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the "How To Apply" section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian's [Accommodation Procedures](#).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: [www.si.edu/oeema](http://www.si.edu/oeema).