

# CMS Contract Closeout Supervisor

11-22-09

Must have performed duties as a warranted 1102 contracting officer. Provide history of employment reflecting a minimum of 10 years government service in contracting.

Will require a user knowledge of MS Office (Access, Excel, Word), as well as SPS/ Procurement Desktop Defense (PD2), Federal Procurement Data System-Next Generation (FPDS-NG), My Invoice, and Contract Manpower Report.

Must possess management level skills to include a minimum of experience as a manager.

Will manage workers that are legally blind as well as severely disabled. Training will be provided to assist them in managing a work force with these special concerns.

They will be required to provide on the job site training to support the mission of government contract close-out. This will include payment and delivery research, document interpretation and preparation, and the scanning and storage of documents for future consideration.

Duties will include but not limited to:

- Manage a workforce of handicapped personnel with a mission of preparing government contracts to a warranted government contracting officer for close-out.
- Manage and control the transfer of sensitive government contracts. You will be 100% accountable for all government documents included in each folder. There will be 100% accountability for tracking of the folder from the time that it is received and accounted for through the close-out procedure to certified destruction, if required.
- Produce measurement reports to reflect productivity of the closeout process. There will be a requirement for weekly manpower reports, close-out in process reports to include contracts received, contracts closed, status of contracts being processed to include accountability of the folder as well as the stage that the folder is in at each point through the process.
- Maintain a working knowledge of each of the tasks required of each of the individuals in their work force.
- Review all folders upon arrival to ensure that the folders that are received and match the statement of work requirements.
- Assist in establishing and maintaining the metrics required to determine the process and time required to present a contract ready to be closed.
- Manage weekly manpower reports for both NIB and Nish agencies.
- Manage relationship between customer COR and contract close-out staff
- Provide reports to COR for contracts presented to be closed.
- Report on a daily basis contracts closed

Please send all referrals or resumes to Nancy Albin at Los Angeles Habilitation House, Inc (LAHH) via email at [nalbin@lahabilitationhouse.org](mailto:nalbin@lahabilitationhouse.org) Thank you.