

Position Title: Principal Contract Administrator

JOB DUTIES:

Assignment: This position will be as a team member responsible for administration of the SRNS Contracts and serve as a focal point for correspondence to and from DOE-SR as it pertains to same; and, will provide guidance and interpretation relative to the requirements of SRNS Contract and associated prime contract documents to ensure that changes are adequately communicated and where appropriate, implemented. This position will report to the Manager, Contract Administration.

Typical assignments include, but are not limited to:

- Oversee the administrative requirements of the SRNS Contract and where necessary negotiate and obtain DOE approvals of changes thereto, or of any other actions requiring such approvals.
- Interface with various projects for ARRA related efforts and provide contract guidance.
- Coordinate closely with SRNS and other site personnel in a variety of disciplines (e.g., Human Resources, Project Controls, Legal, etc.) so that potential problems can be detected early and satisfactory corrective action plans can be formulated and implemented to prevent or minimize negative impacts.
- Work with General Counsel on SRNS issues so as to reach reasonable business and legal solutions to situations as they arise.
- Evaluate situations and take actions that if incorrectly completed, could expose SRNS to potential cost disallowance.
- Work to determine if changes or issues that have a potential impact on the SRNS contract, may also have impacts on Primary Subcontracts.
- Ensure that all transactions are satisfactorily documented.
- Perform related contract and/or Primary Subcontracts duties as assigned by the Manager, Contract Administration

QUALIFICATIONS:

Education: Bachelor's Degree - Business related or an advanced degree in business.

Experience: With a Bachelor's Degree, candidate should have 7-10 years experience with government/DOE contract or cost-type purchasing. With advanced degree: 5-10 years.

Work experience should include:

- Background and working knowledge of Government regulations, specifically the DEAR, FAR, and associated allowable cost principles.
- Addressing internal and external (IG, GAO, et al) audit comments and issues.
- Understanding and anticipating the needs and tendencies of the DOE, or government customers; and, creating proactive solutions which facilitated rapid reviews and approvals.
- Strong history of excellent verbal and written communication skills.

Work Hours: A 40 hour work week is scheduled. SRNS utilizes various work schedules; including 5/8s (8 hours/day; 5 days per week), 4/10s (10 hours/day; four days per week), and 9/80s (AA shift 4 days/week M-Th); (BB Shift 5 days/week M-F). Work week normally excludes SRNS holidays. Each work day has a 30 minute non-paid lunch.

Area Security Access: Ability to obtain security clearance if required.

CANDIDATE EVALUATION FORM

CANDIDATE NAME: _____

POSITION TITLE: **Principal Contract Administrator**

MINIMUM REQUIREMENTS (See Job Description)	<u>YES</u>	<u>NO</u>
1) U. S. Citizen	_____	_____
2) Advanced Degree and 5-10 Years government / DOE contract and/or cost type purchasing	_____	_____
Bachelor's Degree and 7-10 Years experience	_____	_____
3) Knowledge of DEAR, FAR, and associated allowable cost concepts	_____	_____
4) Internal and External IG, GAO, etc. audit familiarity.	_____	_____
5) Proactive solutions with internal/ external customers.	_____	_____
6) Extensive verbal and written skills experience	_____	_____
7) Telephone interview to validate resume data*	_____	_____
8) Reference check to evaluate performance capability*	_____	_____

*Evaluation validation criteria

Requisition # 3S1995
Attachment - 1

Additional Qualifications of Candidate:

Narrative Discussion of Resume Validation:**

(**Discussion not required if candidate is acceptable)

EVALUATOR: _____

DATE: _____