



# Cincinnati Association for the Blind & Visually Impaired

## **JOB POSTING:** **Contract Management Service (“CMS”) Manager**

### **ABOUT THIS OPPORTUNITY...**

CABVI is currently seeking a full-time **CMS Manager** to provide supervision and leadership for its Contract Management Service (“CMS”), supporting the United States Air Force at Wright-Patterson Air Force Base (WPAFB). The CMS Manager will supervise the work of a team of Contract Closeout Specialists to perform the day-to-day operations necessary to prepare government contracts for close-out.

The principal responsibilities of the **CMS Manager** position include:

- Supervises the receipt and processing of government completed pre-award and post-award contracts for close-out.
- Supervises the research and analysis of staged contract files using simplified acquisition procedures including internet searches for information, preparing files and forms, preparing contracts for scanning and or destruction.
- Manually reviews each completed contract to ensure full compliance within DLA requirements. Ensures that Contract Specialists have prepared the required documents according to government regulations and specifications.
- Supports the staff in accessing and using specific government programs such as the Federal Acquisition Regulation (FAR) and the defense Federal Acquisition Regulation Supplement (D-FAR) and use of cost analysis techniques.
- Performs administrative tasks including the use MS office (Access, Excel, Word) and Federal SPS/Procurement Desktop Defense (PD2) and Contract Manpower Reporting programs in performance of contract reviews.
- Abides by all DLA requirements for security of DLA property and equipment.
- Coordinates with DLA and other contacts to promote systems accessibility and pursues resources to accommodate blind and low-vision personnel.

**Applicants interested in becoming a candidate for the CMS Manager position should meet the following requirements:**

- **\*\* TOP SECRET security clearance is strongly preferred \*\***
- Bachelor's degree preferred, or combination of at least 24 business credits and equivalent work experience.
- Requires knowledge of Federal acquisition laws, regulations and procedures with working knowledge of contracts, methods of contracting and commercial and business practices. Knowledge of pre award and post award functions for support services contracts.
- Ability to use MS Office, Word, Excel and Access.

- US citizenship required for security purposes. Any offer of employment is contingent on the results of a background and security check by the FBI and completion of the four DAU "Con" courses regarding contract closeout procedures.
- Good analytical and problem solving skills, along with good written and oral communication skills. These skills will be needed due to the complexity of some of the contracts that must be processed and prepared for closure. Must be able to contact various vendors and or suppliers connected with the particular contract in order to obtain the necessary information for closure.
- Positive attitude and sense of humor a must.

## **ABOUT CABVI...**

The Cincinnati Association for the Blind and Visually Impaired (CABVI) is a private not-for-profit agency with a long and respected tradition of offering comprehensive services to people who are blind or visually impaired. CABVI offers an excellent working environment and a competitive compensation and benefits package that includes: Health, Dental, Vision, Short and Long Term Disability, Group and Supplemental Life Insurance, 401(k), paid holidays, vacation, sick, and personal leave, and flexible scheduling.

## **HOW TO APPLY...**

***For consideration, please CABVI call today to speak with the HR Manager, Scott DeHart, at (513) 487-4535.***

Applicants can also submit a cover letter and resume to:

CABVI  
Attn: Human Resources  
2045 Gilbert Avenue,  
Cincinnati, OH 45202  
Fax: (513)-221-2995  
Tel: (513) 487-4535  
E-mail: [scott.dehart@cincyblind.org](mailto:scott.dehart@cincyblind.org)

***CABVI is an EEO M/F/D/V employer. CABVI is a Drug-Free Workplace.***