

Technical Information Specialist - 1412

Oversees the performance of contracts including, assuring quality, adhering to budget requirements, coordinating contract modifications, producing timely deliverables, and conducting ongoing evaluations.

- Meetings are held with contractor support on a timely basis to ensure quality control
- Financial reports are reviewed at regular intervals to ensure adherence to budget requirements
- Communications are conducted with project manager on an established periodic basis
- Project reports and invoices are reviewed on a regular basis to ensure adherence to established specifications
- Interactions with contracting officer/specialist occur in a timely manner to resolve billing issues, disputes, and irregularities

Researches contract options to determine best use for new procurements.

- Meetings are held frequently with program staff involved in the procurement to ensure that all requirements are met
- Contract options are evaluated and compared to determine the best application for new procurement
- Evaluation findings are reported to program staff for consideration

Works with contracting officer to complete full and open procurements, including the development of a procurement package.

- Statements of work (SOW) are written in a timely manner, are accurate, and reflect the work to be performed, to ensure accurate cost estimates
- Government cost estimates are completed in a timely manner to reflect accurate and reliable costs
- Project plans, evaluation criteria, and cost analysis are developed in accordance with established standards
- Proposal evaluations are developed in accordance with established standards
- Technical evaluation panels are established and monitored on a timely basis
- Contract award documentation is developed
- Meetings with contracting officer are held at specified intervals to monitor progress and ensure adherence to the procurement timeline
- Contracts are awarded in the stated timeframe

Serves as a lead for a working group/team.

- A vision is established for the team consistent with the mission of the project / organization
- Goals/outcomes are set for the work of the team
- Skills and expertise of team members are utilized effectively to accomplish goals, according to designated timelines
- Administrative tasks are coordinated, including: scheduling, development of agendas, assignment of follow-up tasks, and preparing meeting notes
- Team progress is reported to program managers
- Collaboration is fostered with related groups
- Accomplishments of the team are evaluated and areas for improvement are identified

Coordinates development and review of program-specific content including the following activities:

- Initial comprehensive review is conducted, including research of relevant topics and consultation with subject matter experts
- Review findings are distributed to review group or external experts for feedback on a timely basis
- Analysis of feedback is provided, quality control of revised information is performed and final editorial decision is made
- Content is updated in a central database system following scientific and editorial review
- Contractor support for central database system is overseen and quality control checks are performed
- Periodic reports are run to ensure data integrity in accordance with established timelines
- Research is conducted to ensure accuracy by serving as an expert reviewer for content and consulting with reviewers as needed
- Content is edited to ensure comprehension by intended audiences
- Information summaries are created that reflect reformatting content guidelines
- Edits of content are provided to review coordinator in a timely manner
- Information sources are fully documented