**Program:** AISS

**Position Title:** Contracts/Business Manager

**Location:** Scott AFB

**Position Description:** The Contract/Business Manager is the main point of contact with the Government Contracting Office on contractual issues. They are familiar with the Contract Management Body of Knowledge (CMBOK) pre-award, acquisition planning and strategy, post-award, and government contracting activities.

**Key Duties and Responsibilities:** The Contract/Business Manager will perform the following activities:

* Requires experience directly related to FAR, DFAR and/or contracting issues
* Interfaces regularly with the Contractor Program Manager and client representatives as required.
* Responsible for compliance with all applicable Federal Acquisition Regulations (FAR), Defense Acquisition Regulations (DFAR), and General Services Administration (GSA) acquisition policies and procedures.
* Directs the preparation of documentation for vendor competition when required.

**Qualifications and Experience:** Mandatory requirements for this position include:

* **Master of Science**
* 4 years of experience (at least 2 of which are specialized)

or

* **Bachelor of Science**
* 8 years of experience (4 must be specialized)

or

* **Associate in Science**
* 10 years of experience (6 of which must be specialized)

**Certifications**

• Certified Professional Contracts Manager (CPCM) certification is highly desirable.

**Security Clearance**

**•** US Citizenship, Secret clearance minimum.