



## POSITION ANNOUNCEMENT Jacksonville, Florida

### Vice President of Contracts Compliance & Ethics / Contracts

**Starting Salary Range: \$180,000 to \$200,000 DOE**  
**FLSA: Exempt**



Tactical Air Support, Inc., a growing national company, provides domestic and international “Center of Excellence” training and advisory services in tactical aviation, as well as the production, modification, and sustainment/maintenance of high-performance aircraft. We “Serve Those Who Serve” with innovative aviation solutions while maintaining a balanced focus on our customers and our teams and we are seeking an experienced **Vice President of Contracts** to join our **Contracts** team.

The Compliance Department supports Tactical Air’s mission by ensuring the highest quality workplace for our employees through the fair and ethical treatment of each other, our business partners, and as corporate citizens, while fulfilling U.S. and foreign business, U.S. government and international trade laws, policies, and regulations. The focus is the regular and ongoing development and support of the company’s security program and to provide all stakeholders with superior service to ensure company and customer security requirements are met.

This position is located in Jacksonville, Florida, the largest city in Florida with a population close to one million people. Jacksonville boasts the largest Naval port in the United States and offers communities rich in history, arts and culture, entertainment, recreation, and cuisine. There is truly something for everyone. Check out <https://www.lifestorage.com/blog/moving/moving-to-jacksonville-fl/> for more information about living in Jacksonville.

The ideal candidate for the Vice President of Contracts position will direct, supervise and perform the daily assignments in support of contractual requirements. To include the organization’s contracts, subcontracts, procurement activities and awarded contractual obligations. This position will interact extensively with Tactical Air senior leadership, including the CEO, CFO, COO and other Vice Presidents and Assistant Vice Presidents, as well as external business and government customers and subcontractors, suppliers and vendors. The successful performance of this position will require candidate to meet and support the business goals and mission of the company.

#### ***The key desirable and preferred requirements for this position include:***

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. Please refer to the position profile for complete job description and requirements.
- Bachelor’s Degree in Business Administration, Finance or related discipline; Master’s degree preferred. Certification in Contract Management (CPCM, CFCM, CCCM) advantageous.
- Diverse experience with cradle to grave contract management including procurement planning, pre-award proposal development, price and cost analysis, contract life-cycle management, administration and closeout with US Federal Government contracts and subcontracts.
- Experience with the U.S. Department of Defense (DoD) federal contractors; and the aerospace, defense, or commercial aviation industry.
- Documented experience with services type contracts to include supporting large, MAC, IDIQ/GWACs, GSA schedule-type, cost reimbursement, firm fixed price, supply and service contracts.
- Demonstrated ability to provide sound interpretation of, and application of, current Federal Government contract and procurement regulations. This includes an extensive knowledge of the federal procurement requirements listed in the FAR, DFARS and other Government regulations.

- Demonstrated ability to manage contracts and procurement staff and communicate effectively, both internally with technical staff, peers, and executive leadership as well as externally to customers, industry peers, and business partners.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Ability to cross-train into other specialties.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Regular travel to various work sites throughout the U.S. may be required and ability to support detachments as assigned.
- U.S. government security clearance requirements (i.e., Able to obtain, Current, etc.)
- This position is subject to pre-employment and random drug/alcohol screening (including for marijuana) per DOT/FAA requirements for safety sensitive positions.

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, full health/dental/vision care, and life insurance. The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, with a keen interest in cutting-edge aircraft mission systems development and maintenance, Tactical Air invites you to apply.

If any applicant requires assistance in accessing or completing an employment application, please contact Human Resources.

*Tactical Air is proud to be an **EOE AA M/F/Vet/Disability** Employer*

# **Tactical Air Support, Inc and Associated Subsidiaries**

## **Position Description**

### **VICE PRESIDENT OF CONTRACTS**

**Reports to:** Chief Compliance Officer  
**Classification:** Exempt  
**Date:** 01 July 2022

#### **Tactical Air Company Values:**

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

#### **Core Values:**

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

#### **Employees are expected to apply and follow these principles in the performance of their respective duties:**

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

#### **Position Summary**

Under general direction and in close coordination with the Vice President, Chief Compliance Officer, the Vice President (VP) of Contracts is a senior level position that is responsible for all elements of contracts and subcontracts management and administration. The VP of Contracts will perform, supervise, and direct the daily assignments in support of contractual requirements of the organization's contracts, subcontracts, procurement activities and awarded contractual obligations. This position will interact extensively with Tactical Air senior leadership, including the CEO, CFO, COO and other Vice Presidents and Assistant Vice Presidents, as well as external business and government customers and subcontractors, suppliers and vendors. The VP of Contracts must have extensive experience in U.S. Federal Government contracting

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and have supported Federal agencies such as the Department of Defense, Department of State, or other agencies and/or subcomponents around the world. The VP of Contracts will communicate and negotiate directly with government Contracting Officers, Tactical Air's Prime contractors and subcontractors and other entities on all contract types and have a strong knowledge of and demonstrated experience with FAR, DFARS, and US Federal Government regulations. The ideal candidate will be experienced and well-verse in all facets of contract lifecycle management and administration, an excellent communicator, and a leader with a strong business acumen, analytical abilities and possess a driven sense of urgency.

We are seeking an experience and strategic Contracts leader with the ability to assess risk, problem solve through challenging contractual matters, apply experience and lessons learned to improve program performance, build and maintain strong positive customer relationships, and develop and maintain a high performing team.

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**The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; and work environment are generally representative of the minimum or preferred requirements to enter the job and capably perform the duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.**

#### **Education, Work Experience, and Licenses**

- Bachelor's Degree in Business Administration, Finance or related discipline; master's degree preferred.
- Twenty years of diverse experience with cradle to grave contract management including procurement planning, pre-award proposal development, cost estimating, price and cost analysis, contract life-cycle management, administration and closeout with US Federal Government contracts and subcontracts.
- Experience with the U.S. Department of Defense (DoD) federal contractors; and the aerospace, defense, or commercial aviation industry.
- Documented experience with services type contracts to include supporting large, MAC, IDIQ/GWACs, GSA schedule-type, cost reimbursement, firm fixed price, supply and service contracts.
- Demonstrated ability to provide sound interpretation of, and application of, current Federal Government contract and procurement regulations. This includes an extensive knowledge of the federal procurement requirements listed in the FAR, DFARS and other Government regulations.
- Requires an understanding of Government contracting, accounting concepts and principles, and pricing regulations.
- Demonstrated ability to manage contracts and procurement staff and communicate effectively, both internally with technical staff, peers, and executive leadership as well as externally to customers, industry peers, and business partners.
- Certification in Contract Management (CPCM, CFCM, CCCM) advantageous.
- Demonstrated strong analytical, strategic, negotiating, interpersonal, and reasoning skills.

#### **Essential Functions Required**

The essential functions for this position may include, but are not limited to:

- Provide executive oversight and management of company business agreements including prime contracts, subcontracts, task/delivery orders, teaming agreements, and nondisclosure agreements.
- Administer Advanced and complex contracts, participate in the formulation of contract policies, procedure, methods, operating practices, and performance standards.
- Overall management, guidance, and direction responsibility of contracts, vehicles, and all duties of contract lifecycle management including request for quotes, request for proposals, negotiation, proposal development, cost estimation, cost and pricing development, financial reporting, and performance and deliverable monitoring for all major contracts and subcontracts.
- Lead and/or Draft and negotiate non-disclosure agreements, teaming agreements and other contract supporting documentation
- Coordinate approval of negotiations and subcontracts with appropriate leadership management.
- Provide advice and interpretation of contract and subcontract requirements to company executive, senior leadership and managers.
- Prepare, receive, and review subcontract agreements, purchase orders, amendments, cost to completions, option year estimates, and limitation of funds notifications.
- Review and certify Representations and Certifications.

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### **VICE PRESIDENT OF CONTRACTS**

- Identify and mitigate corporate liabilities by ensuring that a full and complete explanation of corporate contract responsibilities is disseminated within the program organization.
- Apply and/or establish acquisition/purchasing regulations, policies and procedures while assisting in the procurement of goods and services in the federal government environment.
- Advise on contract policy implementation, related training and maintaining established contracting policies and other corporate-change initiatives.
- Facilitate effective implementation of contract responsibilities within program objectives and requirements.
- Resolve contract-related issues affecting company compliance ensuring consideration of legal requirement, company, and customer objectives.
- Server as subject matter expert on compliance with all contractual actions required to ensure overall management of contracts in a timely, accurate, and effective manner in compliance with the Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFARS), other government supplements and procurement laws and regulations.
- Support planning, organizing, and implementation of activities related to acquisitions and procurements.
- Oversee and ensure that corporate information is properly disclosed in various federal repositories such as SAM.gov and ensures proper reporting compliance under various contracts such as GSA Schedule and GSA-based vehicles and ensure proper reporting for activities related to Small Business subcontracting plan, initiatives, reporting and fiscal year-end reporting.
- Ensure compliance with company policies, cost estimating standards, FAR, CAS, and solicitation requirements, as well as any relevant government regulations.
- Participate in special projects as required.
- Other duties as assigned.

#### **Knowledge, Skills, and Abilities (KSAs)**

- Technical and functional knowledge of contract administration including FAR, Defense Federal Acquisition Regulations (DFAR), government regulations and laws, Executive Orders, statutes, policies, principles of acquisition planning, and other requirements necessary to accomplish assigned duties.
- Knowledgeable of DoD contracting procedures and regulations.
- Advanced proficiency with various software and applications (Microsoft Office Suite, 365/MS Teams, OneDrive, SharePoint, Smart Sheets, and Adobe Acrobat preferred) for creating documents, reports, forms, spreadsheets, presentations, and publications as required; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing; and ERP (UNANET)/CRM and government contractor database applications, e.g., eSRS and SPRS.
- Ability to properly handle classified, confidential, and controlled unclassified information and materials, manage files, and maintain records in compliance with standard or required recordkeeping practices.
- Ability to communicate, collaborate and work in a professional manner with individuals throughout all levels of the organization customers, or other stakeholders (internal and external), with emphasis on sharing or transmitting technical information with clarity and accuracy.
- Customer service driven towards all external and internal customers.
- Ability to simultaneously manage a wide-range of diverse tasks and projects.
- Unwavering professional integrity and the ability to maintain confidentiality of highly sensitive company/employee information.

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- Excellent written and verbal communication skills.

#### **Supervisory Responsibility**

The VP of Contracts will supervise the Contracts Division, a small team that has dynamic responsibilities across a full range of contractual actions for government, business to business, and international contractual and agreements.

***While performing the duties of this position, employees may encounter the following, but not limited to, workplace situations:***

#### **Physical Demands**

- Extended periods of sitting.
- Extended use of desktop/laptop computer and peripheral equipment.
- Extended periods of reading and analyzing fine print.
- Occasional stooping, standing, and carrying.
- Occasional lifting up to 50 pounds (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

#### **Work Environment**

- Face-paced, high-pressure, safety-conscience, office environment.
- Specific work hours determined by operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.

#### **Work Authorization/Security Clearance**

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Must be eligible to obtain a U.S. government security clearance

***The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.***