



PROCUREMENT AND CONTRACTS SPECIALIST 1

Department: Finance
Job Class #: 166600
Pay Range: Professional 05

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Procurement and Contracts Specialist 1 performs professional procurement and contract services within the Procurement and Contract Services Division within the Pierce County Finance Department following established procurement and contracting guidelines, procedures and State and local laws and ordinances. An employee in this classification is responsible for performing a wide variety of administration and control functions to ensure an effective, transparent and fair process.

SERIES CONCEPT: The Procurement and Contracts Specialist 1 is the first of a two-level Procurement and Contracts Specialist series. The work in this classification is distinguished from the Procurement and Contracts Specialist 2 in that an incumbent is responsible for standard procurement and contract management of materials, supplies, equipment & services for use throughout the County.

ESSENTIAL FUNCTIONS:

- Prepare ITBs, RFPs, and RFQs for the procurement of goods and services and for publicly advertised technical, professional, engineering and construction service contracts.
- Research, recommend and develop procurement methods, to include traditional and standard procurement methods.
- Write and edit scopes of work; and review and modify contractual specifications for compliance with all laws, policies and procedures.
- Manage the procurement process from creation of solicitation documents up to Notice to Proceed ensuring correct bidding requirements; and appropriate selection criteria, phasing and weighting.
- Conduct and participate in the RFP/Bid evaluation process, assuring proposer/bidder responsibility and issue award letters.
- Participate in and oversee negotiations, review rates and advise County end-users on contractual issues.,
- Assist in drafting, reviewing and finalizing contract documents, and ensuring contract execution.
- Assist consultant/contractor with invoicing; drafting, reviewing and processing amendments, change orders, and close out documents.
- Ensure compliance requirements are met and documented.
- Assist with increasing contracting opportunities for Disadvantaged Business Enterprises, Pierce County businesses, small businesses and Veteran-owned businesses.

OTHER JOB FUNCTIONS

- Perform other related job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and complete work independently after objectives, priorities and deadlines have been defined.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS: Work is performed mostly in an office setting requiring sitting for prolonged periods of time. Attendance at meetings or completion of work outside of normal scheduled hours and the ability to travel throughout the local region is required. Must be able to operate a personal computer and related equipment.

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KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Procurement/contracting principles, practices, methods, and techniques.
- Laws, rules, and regulations governing the preparation, review, and implementation of purchasing/contracting requests.
- State and County codes, ordinances and regulations concerning procurement of supplies and services.
- Variety of purchasing types, sources, and products/services essential to County Government operation.
- Construction bid advertising and bid awards in conformance with state law.

Skill in:

- Contract negotiations and the performance of related procurement functions.

Ability to:

- Operate personal computers, peripheral equipment and job-related software.
- Read interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively, both orally and in writing, with other employees, departments, outside agencies, vendors, and the general public.
- Establish and maintain effective working relationships with others.
- Work independently.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

RECRUITING REQUIREMENTS:

- Two years of college-level coursework in accounting, data processing, business administration or related field; and,
- Two years of progressively responsible work experience in the area of public sector procurement and contracting, accounting, or related field.
- Additional education and/or work experience which clearly indicates the ability to perform the essential functions of the position may substitute on a year for year basis for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

- Possession of, or the ability to obtain, a valid Washington State Driver's license or otherwise meet the travel requirements of the position is required.
- Ability to successfully complete all required background investigations.