

# Senior Contracts and Procurement Specialist

JOB TITLE: Senior Contracts and Procurement Specialist

FLSA STATUS: Exempt

GRADE: 39

DEPARTMENT: Finance

APPROVED DATE: 05/2024

REVISED DATE:

## Job Summary

The responsibilities of this position include leading and providing task direction on the work of others who are purchasing, preparing procurements, and preparing contracts for routine goods and services for the Library District. This position ensures consistency of the work by interpreting various federal, state, and local regulations, internal policies and procedures for purchasing, procurement, and contracting. This position also provides expertise as a specialist in the procurement and contracting of all significant contracts involving construction, technical, professional, architectural/engineering services for the building and maintenance of public works infrastructure, capital improvement projects, capital purchases, and other non-routine and/or complex purchases. This position works to mitigate the risks inherent with purchasing, procurement, and contracting to ensure the Library District remains good stewards of public funds and to protect the Library District from litigation, public criticism, and unexpected costs due to unclear and/or non-compliant procurement and contracting documents.

This position contributes to the Library District's effective operation, providing library services, spaces, and resources that are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone.

## We Value Lived Experience

Sno-Isle Libraries is committed to embedding equity into our organization. As we engage in equity work, it's important to have a good foundation to frame the work and then provide training opportunities to build skills and knowledge.

We value and embrace the unique experiences our staff members bring to the organization and recognize how their experiences improve the service we provide.

## Essential Functions

*Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.*

1. Provide guidance and training for a diverse group of library staff and departments who purchase a wide range of goods and services.
2. Prepare requests for proposals for the procurement of construction and maintenance of public works/capital improvement projects, architectural and engineering projects, capital purchases, and other non-routine, high profile/impact, technically complex goods and services.
3. Develop solicitation strategies for all procurement types, propose alternative procurement approaches as appropriate, write and edit scopes of work prepared by the Buyer and other departmental staff, coordinate with departmental staff to develop selection criteria, and review the phasing and weighting of the selection criteria.
4. Develop and implement procedures for the selection of construction and maintenance of public works/capital improvement projects, architectural and engineering projects, capital purchases, and other non-routine, high profile/impact, technically complex goods and services.
5. Remain current on federal, state, and local procurement and contracting legislation and review and update policies and procedures as appropriate.
6. Provide routine and recurring training for department representatives on procurement best practices including federal, state, and local laws and regulations, and internal policies and procedures.
7. Assist departments with negotiating and documenting contract change orders.
8. Assist with implementation of new contract management software or updates to current software.
9. Develop boilerplates and templates for procurement and contracting. Maintain and update templates and boilerplates.
10. Develop and maintain a district wide calendar for procurements and upcoming contract renewals.
11. Develop and maintain complete and accurate procurement and contract files to ensure compliance with federal, state, and local regulations, internal policies and procedures, or any potential audits.
12. Monitor and audit procurement and contract files.

13. Monitor, review, and approve changes made to the purchasing system as the database administrator.
14. Verify accuracy of and compliance of performance and payment bond when applicable, and various insurance requirements/coverages.
15. Investigate any protests and prepare protest letters.
16. Review any Public Disclosure Requests received for exemptions.
17. Perform other duties as assigned.

## **Supervision**

This position reports to the Finance Manager-Contracts and Compliance. This position does not supervise; however, does review the work of others and may guide certain functions within the scope of the Procurement Specialist. This position may also be designated in charge in the absence of the manager.

## **Knowledge, Skills, and Abilities**

1. Knowledge of management and legal issues surrounding the administration of public contracts, change orders, and claims.
2. Knowledge of federal and state procurement and contracting rules and regulations and ability to interpret and apply the rules and regulations.
3. Skill in applying procurement and contracting theory, principles, and best practices.
4. Skill in training and facilitation, and conflict resolution.
5. Skill in the ability to manage multiple tasks and prioritize competing tasks.
6. Skill in establishing and maintaining effective working relationships with a diverse group of internal and external stakeholders at all levels.
7. Ability to work independently and set priorities.
8. Skill in written and oral communication.
9. Skill and proficiency in MS Office Suite, with an intermediate/advanced knowledge of Word.
10. Skill and proficiency in the development of electronic records or reports needed to create and maintain contract records.

## **Education and Experience**

*Knowledge, skills, and abilities for this position can be acquired by a combination of experience and education including:*

1. These skills and abilities typically are acquired through a combination of experience and training, including university level education with a 4-year degree in Accounting, Finance, Business Administration or a related field required, OR any equivalent combination of experience and education necessary to successfully perform the duties of the job.
2. At least 4 years of progressive responsibility in contract administration.

### **Physical and Environmental Conditions**

The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Most of the work of the incumbent is carried out within a generally accessible, safe indoor environment. While performing the duties of this job, the incumbent is required to operate computers, adding machines, and other standard office equipment.

The work of the incumbent, when assisting co-workers, involves the use of equipment having moving parts and sharp blades, and requires an incumbent to follow proper safety procedures. Lifting of boxes of paper supplies and similar materials regularly involves moving weights of up to 50 pounds and requires an incumbent to use proper lifting techniques and to use hand trucks.

The incumbent must regularly communicate with coworkers and members of the public. These contacts and situations are deemed to be generally safe and free of undue stress, but require incumbents to be cordial, helpful, and skilled in interpersonal relations with others both in the public and within the Library District.

Incumbents may travel to various sites in all kinds of weather and traffic conditions. To accomplish this travel, the incumbent must be able to drive and hold a valid Washington State driver's license or to make independent arrangements for such transportation.