



CITY OF OLYMPIA
invites applications for the position of:

Contracts and Procurement Specialist

SALARY: \$28.80 - \$35.01 Hourly
\$4,992.00 - \$6,068.40 Monthly
\$59,904.00 - \$72,820.80 Annually

OPENING DATE: 07/17/19

CLOSING DATE: Continuous

DESCRIPTION:
ABOUT THE POSITION

The City of Olympia is looking for a qualified and motivated professional to work as part of the City Clerk's office.

This newly created position will work hand-in-hand with the City Clerk, City Attorney's Office, and key stakeholders to establish the City's first central contracts and procurement program.

This program will provide centralized procurement and contract expertise to the City. This position plays a strategic role partnering with City staff to assist in contracting and procurement.

As the City's Contract and Procurement Subject Matter Expert this position:

- Provides contract development consultations.
- Assists department staff in interpreting procurement laws and regulations.
- Creates templates and forms that meet city needs.
- Develops and updates procedures and policies.
- Maintains a library of procurement related resource materials for staff.
- Manages the City's Contract Management/Contract Reporting IT tools.

The incumbent will play a pivotal role in the City's upcoming project to implement a contract management system. This position also supports other programs within the City Clerk's office, including public disclosure, records management and may serve as a Deputy City Clerk.

IDEAL CANDIDATE PROFILE

This job requires a self-disciplined, organized person who has excellent listening, written and verbal communication skills. The successful candidate must display a professional demeanor, have the ability to be adaptable and work well with others, and consistently display a high level of professional ethics, discretion, and sound judgment.

The ideal candidate we are looking for should have the following skills and experience:

- Expertise in contracting, procurement and related regulatory requirements.
- Ability to successfully manage and meet multiple deadlines.
- Individual must be a proactive problem solver and manage processes and assignments with minimal need for prompting or supervision.
- Enjoys meeting with stakeholders across the City, learning what they do and finding ways to improve their contract processes.
- Ability to work under direct but limited supervision and exercise strong critical thinking to resolving daily operational challenges and fulfill overall program requirements.
- Interest in learning more about the different functions of the City Clerk's Office, including City Clerk duties, public disclosure and records management, and partnering with those in

the Administrative Services Department on LEAN projects to improve processes and strategic information management initiatives.

To apply, please submit application, resume and cover letter. This is a continuous recruitment with **first review of applications on July 31, 2019.**

EXAMPLES OF ESSENTIAL DUTIES:

- Develop, document, and train on contract and procurement legal requirements, policies and procedures in collaboration with City Legal staff.
- Utilize knowledge of procurement best practices and applicable statutes and municipal codes to provide meaningful consultation to stakeholders.
- Ensure City compliance with evolving procurement statutes.
- Manage contract management systems and produce statistical reports for various user groups.
- Monitor, review, and update contract and procurement processes and procedures to ensure efficiency and exceptional customer service.
- Maintain internal City contract resource site so that staff can access relevant and up-to-date information to assist in procurement processes.
- Develop and attain program goals and objectives.
- Educate City staff through the use of presentations, trainings, graphics, guidebooks, outreach activities, and use of interpersonal skills.
- Conduct procurement metrics review as part of LEAN or other quality improvement initiative(s). Lead and/or participate in process improvement teams.
- Publish, store and provide access to signed contracts and other official City records.
- Cross-train and support other programs within the City Clerk's Office including public disclosure and records management.
- Support the City Clerk in performing official City Clerk functions. May serve as Deputy City Clerk.

TYPICAL QUALIFICATIONS:

Knowledge, Skill, and Abilities:

- Knowledge of applicable state and local laws regarding contracting and procurement.
- Experience in negotiating, interpreting, implementing, and administering contracts and related agreements.
- Ability to work under direct but limited supervision and exercise strong critical thinking to resolve daily operational challenges and fulfill overall program requirements.
- Ability to listen and ascertain the needs of customers.
- Ability to find and communicate accurate information concerning procurement process, policies and procedures to customers.
- Ability to collaboratively develop and maintain a library of contract and procurement training materials; including procurement and contracting samples, templates, and best practices.
- Ability to develop, facilitate and present classroom, one-on-one and other forms of training as needed.
- Skill in conducting complex, detailed, and comprehensive research projects.
- Ability to successfully manage and meet multiple deadlines and properly prioritize in an often-changing environment.
- Ability to proofread and readily detect errors in documents such as reports and contracts.
- Skill in operating technology at a level of proficiency to perform position duties and responsibilities.

Experience/Education:

Required:

- Two years' experience in contracting and procurement.

Preferred:

- Bachelor's degree in Contract Management, Records Management, Business Administration or closely related program is desired.

- Experience in Public Disclosure, Records Management, and City Clerk functions is desired.
- Experience in providing classroom and one-on-one training.

SUPPLEMENTAL INFORMATION:

Contacts:

- Frequent and successful contact/interaction with others in a variety of roles and representing various levels of authority both inside and outside the organization is critical to job and program success.
- Contacts will include representatives of the business community, civic and community groups, schools, local government, state agencies, media and the general public.
- Contact will be for the purpose of communicating program goals and gaining support for identified goals.
- Diplomacy, professionalism, enthusiasm and strong communication and interpersonal skills are required to gain cooperation and motivate others.

Accountability:

- The Contract and Procurement Specialist is accountable for the quality and effectiveness of assigned programs and events.

Working Conditions:

- The Contract and Procurement Specialist works in an office a majority of the time.
- Mobility sufficient for attendance at various meetings or to promote program activities is required.
- Physical ability to carry or otherwise transport heavy boxes, displays, exhibit furnishings, etc. may be necessary.
- There is occasional stress related to meeting project and event time lines.

The City of Olympia is an Equal Opportunity Employer, committed to a diverse workforce. Women, minorities, and people with disabilities are encouraged to apply.

In order to participate in the recruitment process, accommodations for people with disabilities may be made by contacting Human Resources at (360) 753-8442.

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.olympiawa.gov>

Position #1900089
 CONTRACTS AND PROCUREMENT SPECIALIST
 NC

PO Box 1967
 Olympia, WA 98507
 360-753-8305

Contracts and Procurement Specialist Supplemental Questionnaire

- * 1. Which of the following best describes your level of education?
- High School or Equivalent
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or beyond
- * 2. How many years of progressively responsible, full-time, professional experience do you have working in purchasing, procurement and/or contracting?
- None
 - Less than 2 years

- 2-4 years
- More than 4 years

- * 3. As a follow-up to question #2, briefly describe those programs/projects you worked on, your specific role and your responsibilities. If none, please type NA.

- * 4. Briefly describe your experience using electronic software systems to track contract and/or financial data. If no software experience, put "N/A."

- * 5. If applicable, please list any certifications you have related to purchasing, procurement, or contracting and the inclusive dates of these certifications.

- * 6. Indicate if you have experience in any of the following by checking all that apply. Note that any experience checked below must be substantiated in your application and/or resume.
 - Experience providing expert-level assistance and guidance to other staff on procurement and contracting activities
 - Experience training others in procurement and contracting policies and regulations
 - Experience working and collaborating with teams and diverse audiences
 - Experience in data analysis and/or process improvement
 - None of the above

- * Required Question