



**JOB DESCRIPTION**

**JOB TITLE:** Manager – Procurement & Contracting  
**DATE PREPARED:** 08-2020  
**REPORTS TO:** Director - Shared Services  
**JOB LOCATION:** HQ - Service Building

**JOB CODE:** JC0221  
**SALARY CODE:** G73  
**BAND:** Green – Business/Operational Leadership  
**FLSA:** Exempt – Executive

**JOB PURPOSE:**

Under the general direction of the Shared Services Director, this position manages the contracting and procurement functions for the District. Manages the procurement of materials, equipment and services. Manages the full contract origination and execution process, including development, negotiation, administration and closeout, ranging in complexity including, but not limited to small service contracts, interlocal agreements, information technology projects, and multi-million dollar construction contracts resulting from bids, requests for qualifications and requests for proposals, and alternative procurement methods. Establishes procedures and policy making, controls expenditures and ensures compliance with all applicable regulations and internal delegations and requirements. Primary purchasing and contracting contact for internal and external auditors.. Directs the work of and provides mentoring for best practices and lessons learned to procurement and contracting staff. Provides regular and ad hoc reports to senior management.

**JOB FUNCTIONS:** To perform this job successfully, an individual must be able to perform each essential function of the job satisfactorily. Indicate whether the function is an essential function (EF) or a secondary function (SF) of the position. Essential functions are those activities that, if not performed, would significantly and fundamentally alter the position. Typically, essential functions account for the largest commitment of time. Secondary functions are activities not fundamental to the job and may need to be relaxed to accommodate an otherwise qualified applicant with a disability. In the aggregate, secondary functions typically account for less than 15% of the job scope.

#	EF/SF	% of Time	Job Functions
1.	EF	50%	Manages contracting and procurement functions for the District. Lead, mentor, train, develop, and evaluate procurement and contracting staff to meet individual and organizational goals. Perform secondary reviews of contracts and solicitation documents to ensure quality, completeness, and compliance with statutory and internal requirements, as well as best practices. Coach and lead by example the concepts of accountability, teamwork, outstanding customer service, good communication, and continuous improvement. Directs staff on enhancements and upgrades to procurement and contract management systems (Maximo and ACT).
2.	EF	20%	Oversees contracting process lifecycle, from origination to closeout. Oversees supplier, vendor, <sup>1</sup> and contractor communications. Oversees department staff participation in contract negotiations and participates in negotiations or in an advisory capacity as needed. Evaluates, recommends, and implements process changes to improve the overall efficiency and otherwise supports the continuous improvement of the District’s procurement processes.
3.	EF	10%	Leads the contract boilerplate development and recommends

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<sup>1</sup>  
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boilerplate changes to improve process and compliance with changes to Washington laws relating to procurement. Manages implementation of new and updated boilerplates, including approval by General Counsel, training of department staff, and training of and communication to internal users of boilerplates.

4. EF 5% Remains knowledgeable of and monitors compliance with public contracting and purchasing laws and District policies and stays abreast of industry best practices.
5. EF 5% Directs procurement and contracting records management activities.
6. EF 5% Manages the PCS department budget and provides budget recommendations. Establishes controls to ensure goods and services are delivered on time and within budget.
7. EF 5% Respond to internal and external audit inquiries. Oversee the public information requests to ensure timely responses. Respond to vendor inquiries. Provide activity reports as required by delegations of authority and ad hoc reports as requested. Responsible to ensure all statutorily required advertisements are published.
8. EF Ongoing Lead by example to promote professional, cooperative, customer friendly approaches in dealings with internal and external customers. Represents the District's best interest in relationships with suppliers, contractors, and manufacturers.
9. EF Ongoing Maintain regular and predictable attendance. Perform related duties and responsibilities as required. Comply with District policies. Complete all required training. Maintain a working knowledge and comply with District safety procedures and specific safety requirements of this position, and those in accordance with applicable provisions of the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).

### **SUPERVISORY RESPONSIBILITIES:**

Directly supervises approximately one supervisory employee and approximately eleven (11) non-supervisory employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** The qualifications listed below are representative of those required, but reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Post-Secondary Education:**

Requires a bachelor's degree (B. S. or B. A.) in business, public administration, contract administration, engineering or closely related field from a four-year college or university; or equivalent combination of education and experience. Candidates with a juris doctorate degree are desired.

### **Experience:**

Also requires a minimum of five (5) years' leadership/supervisory experience in public works, public administration and/or architectural and engineering contracting. Individuals with both purchasing and contracting experience in the public sector and/or the utility industry are preferred.

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**Specific KSA's:** A fully skilled incumbent will have the following specific knowledge, skills, and abilities:

### Knowledge

- Requires strong knowledge of Washington state public contracting laws.
- Federal contracting principles, laws, regulations, and best practices and interpreting such principles, laws, and regulations.
- Industry principles and practices in procurement and contract administration methods, systems, and processes.
- Requires a strong knowledge of service agreements, materials and equipment procurements, public works bid document development, including alternative procurement methods contracting terms, conditions, forms and related processes.
- Project delivery methods, including alternative methods such as general contractor/ construction manager and design-build.
- Leadership, coaching, mentoring, empowering and training practices, principles, methods, and techniques.
- Applicable union contract employment terms and conditions.

### Skills & Abilities

- Excellent written and verbal communication skills.
- Strong presentation skills.
- Strong organizational skills.
- Able to coach, mentor, and empower staff.
- Able to supervise, lead, plan and prioritize work, and delegate assignments.
- Able to resolve conflicts while striving for outcomes that are in the best interest of the organization.
- Able to work effectively with all levels of management.
- Able to review complex contract documents, evaluate potential areas of risk and develop and recommend risk mitigation strategies.
- Able to research, analyze, and evaluate new service delivery methods and techniques.
- Able to research and evaluate new or existing regulations and apply effective changes to policies and procedures.
- Able to analyze processes, financial data, and business goals to make effective recommendations and implement efficient processes.

### Language Skills:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Must be proficient in reading, writing and speaking English.

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### **Mathematical Skills:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Complexity:**

Manage and consult on highly complex business decisions and drives interaction and collaboration across business units. Adapts departmental plans and priorities to address resource and operational challenges. Provides input to strategic decisions that affect the functional area of responsibility.

### **Decision Making:**

Decisions and problem solving are guided by policies, procedures and business plans. Controls resources and policy formation. Decisions are guided by functional objectives. Provides technical guidance to employees, colleagues and/or customers. Typically supervises a team of individual contributors and may supervise other supervisors of non-exempt employees. Has full supervisory authority. Receives guidance from senior manager.

**Computers & Equipment:** A fully skilled incumbent will have the ability to utilize the following software, hardware, or equipment:

To perform this job successfully, an individual is required to develop advanced knowledge of Maximo Order Processing and PUD contract management system (Corridor Contracts 365); intermediate knowledge of Microsoft Excel and Microsoft Word; and knowledge of PeopleSoft Financials; PeopleSoft Time Entry/HRIS; Microsoft Outlook; Microsoft PowerPoint; General Office Equipment; and have a strong understanding of power and heavy equipment specifications.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; perform repetitive hand or arm motion; and taste, smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold (non-weather); extreme heat (non-weather); risk of electrical shock; vibration; and explosives. The noise level is usually moderate.

**OTHER REQUIREMENTS:** An employee may not be hired or transferred to a job, or continue in a job if currently employed, if they do not satisfy the following job requirements. These District requirements cannot be waived by supervisors.

Chelan County Public Utility District #1 conducts background screening of senior management personnel and personnel who have substantial authority over Finance, Energy Trading, Procurement, Internal Audit, Information Technology or Compliance activities.

BACKGRND=Substantial Authority Background Screening