



CHELAN COUNTY
W A S H I N G T O N

PROCUREMENT AND CONTRACTING MANAGER

\$105,450 - \$140,600

*Possible 3% Cost of Living salary increase in April, 2021
Plus Excellent Benefits*

Apply by
February 28, 2021
(First Review, Open Until Filled)

PROTHMAN



WHY APPLY?



Situated in the geographical center of Washington at the confluence of the Wenatchee and Columbia Rivers, Chelan County is a recreational paradise offering an abundance of outdoor activities and adventures during all four seasons and more than 250 days of sun year-round. The favorable weather makes the county a prime fruit-producing area and is known as the Apple Capital of the world! The local Chelan wine appellation also produces some of the highest quality wines in the state.

Chelan County Public Utility District No. 1 (PUD) is headquartered in Wenatchee, Washington. The PUD prides itself on high-quality, open and transparent communications with its customer-owners, stakeholders, elected officials, Commissioners, and employees. The Chelan County Public Utility District is undertaking a multitude of complex high-profile projects to improve district facilities, modernize its substantial hydroelectric assets and enhance its call to provide exceptional service and reliability to its customer-owners.

Chelan PUD is seeking a talented professional with an extensive background in public contracting and procurement to join an exceptional team as the district continues to improve the quality of life in Chelan County by providing sustainable, reliable utility services. This is an ideal career opportunity for someone that wants to do meaningful work in a supportive professional environment, set against a dynamic natural and cultural backdrop.



In addition to a competitive salary, this challenging professional opportunity also offers an outstanding benefit package. The successful candidate will enjoy an exceptional living environment close to many outdoor activities and a favorable cost-of-living while working for an organization with a reputation for being one of the best run public utilities in the country.

THE AREA

Chelan County residents have access to excellent school systems, affordable housing, strong transportation systems, and ready access to the metropolitan amenities of Seattle and Spokane; each approximately three hours driving time or a short half-hour plane ride away. The Wenatchee area provides ample opportunity for an incredible quality of life that is perfect for families of all ages and those who want to enjoy the conveniences and manageability of a smaller community with great people and a wonderful culture.

The Chelan County seat is located in historic Wenatchee, population approximately 34,000, and is the county's largest city. Wenatchee is rated by National Geographic as one of the top 10 mountain towns in the U.S. and is an outdoor enthusiast's dream. Activities include water sports on the Wenatchee and Columbia Rivers, as well as the magnificent Lake Chelan. Add to that the numerous hiking and biking trails, rock climbing and golf – and you will be certain you live in a resort year-around. Downhill and cross-country skiing are just minutes away. The natural beauty of the Wenatchee Valley provides a vivid backdrop to its diversified economy, where the quality of life is high, and the climate is moderate with four distinct seasons. The area has the best of the Northwest, without the rain.

The Wenatchee Valley offers a range of educational opportunities, including public and private schools. Higher education opportunities are available at Wenatchee Valley College, a community college serving North Central Washington with two and four-year degree options.

The area offers a number of cultural activities including a variety of theaters, music venues, and museums. Finding entertainment almost any day of the week is easy at locations such as the 490-seat Performing Arts Center, The Pressroom Theatre, the Wenatchee Valley Symphony, 4,300-seat Town Toyota Center, and the Wenatchee Valley Museum & Cultural Center. The magnificent 88-piece outdoor sculptures are an amazing public asset found throughout downtown and in the Riverfront PUD park. Outdoor theatre comes alive during the summer and the quaint Bavarian-themed town of Leavenworth always has entertainment and events planned. There is a family-owned newspaper that has a five-day-per-week circulation. This is a community that cares and places high value on quality of life.

THE DISTRICT

Formed in 1936, Chelan County Public Utility District No. 1 is a municipal corporation that owns and operates one of the largest non-federal, publicly owned hydroelectric generating systems, along with wind and solar resources, in the country. The PUD's 3,000-square-mile service area covers all of Chelan County and also extends into four neighboring counties. Chelan PUD has grown into a multi-faceted public utility with more than 51,000 electric customers, and over the years has added water and wastewater utility services and wholesale fiber and telecommunications.

The PUD generates clean, renewable hydropower at its three dams and owns and operates transmission and distribution facilities to deliver it to customers in Chelan County and to other utilities that serve customers across the Pacific Northwest. The three hydroelectric generating projects have a combined total generating capacity of nearly 2,000 megawatts, and produced 7.7 million megawatt hours of clean, reliable, low-cost, carbon emission-free electricity in 2019. In fact, the PUD is a net-wholesaler of power enabling the utility to keep electric rates affordable and the cost of living in the county reasonable.



In 1999, the PUD began construction of an internal fiber-optic backbone to link district facilities with broadband capacity. In addition to offering fiber network capacity to customer-owners through wholesale telecommunications, the PUD further diversified its operations with a fiber-optic telecommunication network that provides wholesale voice, data, and television services to local service providers who market to end-users. The PUD main headquarters is in Wenatchee while two more offices are in Chelan and Leavenworth. The District employs about 760 full- and part-time employees, and approximately 65 seasonal park, fish and wildlife, and student employees during the year. The District has an annual budget of \$440 million for 2020 that includes capital investment projects of about \$170 million. The District's new service center will provide an inspiring and efficient workplace (scheduled completion: ~2 years) with direct access to the famous Apple Capital Loop Trail.

The District is governed by a five-member board of commissioners elected by the voters of Chelan County. General Manager, Steve Wright, reports directly to the commission, and is responsible for the overall operation of the utility. Mr. Wright joined Chelan County PUD in September 2013 after 32 years at the Bonneville Power Administration, the last 12 as the Administrator of the federal power marketing agency. The PUD is the recipient of numerous awards from professional organizations including the International Association of Business Communicators (IABC), the American Public Power Association (APPA), and the Public Relations Society of America (PRSA). Most recently these awards have included an Award of Excellence from the APPA for the District's website and social media, the prestigious Gold Quill Award from the IABC, the Silver Anvil from PRSA and many more.

THE POSITION

Under the general direction of the Shared Services Director, the procurement and contracting manager manages the contracting and purchasing functions for the District, including the purchasing of materials, equipment, and services. This position also 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. Other responsibilities including the establishment of procedures, policy making, controlling expenditures, and ensuring compliance with all applicable regulations and internal delegations and requirements, primary purchasing and contracting contact for internal and external auditors, and directing the work of and providing mentoring for best practices and lessons learned to purchasing and contracting staff. For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

Staff Development: The PCS Department includes a talented compliment of staff, but has experienced moderate turnover, foresees upcoming retirements, and has experienced challenges recruiting for and filling open positions in a timely manner. The new manager will need to be a servant leader who can solidify, support, and lead the team, while establishing a compelling vision for the department. The manager will need the ability to both work in the trenches with staff and see the bigger District-wide picture. Chelan PUD invests heavily in its employees and will support this emphasis through training and development opportunities identified by the manager.

Technical Skills: The District has recently implemented a new contracting management system (Corridor - Contracts 365) and widely uses Maximo for procurement and enterprise asset management. The Procurement and Contracting Manager will need a strong working knowledge of these tools (or similar products with the ability to quickly transition) to be effective in this role. A strong background in procurement and contracting law for public agencies is also very desirable.

Major Projects: As noted previously, the District has a substantial portfolio of projects in process or under design/development and the new manager will have to be adept at focusing on the highest priorities, gaining efficiencies where possible, and communicating effectively to District Leadership, PCS staff and internal customers. Some of the larger projects currently underway include construction of a new Service Center (corporate campus), construction or remodel of facilities to support operations at Rock Island and Rocky Reach Dams, refurbishment of Powerhouse Two at Rock Island Dam, and many other notable projects. Annual project spending is estimated to exceed \$100 million for the foreseeable future, providing a unique opportunity for someone that enjoys a fast-paced environment with the opportunity to serve the public in a meaningful and very tangible way.

Performance Management: Generating actionable metrics for performance of contracting activities and gaining the ability to track success more effectively (or identify areas for training or improvement) through surveys, data analytics and other means will be a high priority in 2021. The Procurement and Contracting Manager will be tasked with identifying and implementing needed changes to enable PCS to effectively and timely manage capital and O&M project in accordance with established protocol and priorities.



IDEAL CANDIDATE

Education and Experience:

A bachelor's degree in business, public administration, contract administration, engineering, or a closely related field from a four-year college or university, and a minimum of five (5) years of leadership or supervisory experience in public works, public administration or architectural and engineering contracting is required.

The ideal candidate will have a Juris Doctorate, and both purchasing and contracting experience in the public sector and/or the utility industry. Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described will be considered.

Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of public sector procurement, contracting and public works statutes.
- Experience formulating complex requests for proposals, service agreements, interlocal agreements and similar documents including "software as a service" type engagements.
- Demonstrated ability of working on large and complex projects.
- Strong aptitude to learn, grow, lead, take initiative, solve problems, evaluate and decipher complex issues and think/act strategically.
- Individuals with both procurement and contracting experience in the public sector and/or the utility industry are preferred.
- Effective communication skills with strong writing and technical ability.

- Work and education background may vary, but should include at least one of the of the following: business, public administration, engineering/project management, law, procurement and contracting with a minimum of a minimum of five (5) years' leadership/supervisory experience in public works, public administration and/or architectural and engineering contracting
- Ability to understand and balance risk with operational efficiencies.
- Ability to lead and inspire staff and develop and maintain effective relations with District Leadership.
- Commitment to furtherance of the District's Strategic Plan and especially the core Mission/Vision/Values.

COMPENSATION & BENEFITS

- **\$105,450 - \$140,600**
- Medical, Dental & Vision Insurance (2 plans – 1 is zero cost; includes all eligible dependents)
- Short and Long-term Disability
- 8 Holidays and 3 Floating Holidays
- Personal Leave (Initial accrual at 21 days per year)
- Retirement (Washington State Public Employees' Retirement System)
- Deferred Compensation (with matching funds up to 5%)
- Education Reimbursement Program
- Professional Development

Please visit:
www.chelanpud.org

Chelan County PUD is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 28, 2021** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**Chelan County PUD, WA – Procurement and Contracting Manager**", and click "**Apply Online**", or click [here](#).



www.prothman.com

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