



PROCUREMENT AND CONTRACT SPECIALIST 2

Department: Finance
Job Class #: 166700
Pay Range: Professional 07

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 2 advises, influences, negotiates, and makes recommendations regarding procurement and contracting issues which have significant impact on operations and fiscal decision making.

SERIES CONCEPT: This class is the second of a two- level Procurement and Contracts Specialist series. The work in this classification is distinguished from the Procurement and Contracts Specialist 1 by the level of responsibility to coordinate contract procurement, and the requirement to perform "lead" functions.

ESSENTIAL FUNCTIONS:

- Lead and/or perform procurement and contract administration services for complex and high-risk contracts. Ensure all procurements and contracts with federal funding meet federal, state and County requirements.
- Independently develop, negotiate, execute, and administer unique, complex, high-risk, legally binding contracts.
- Develop and update boilerplate language for all procurement and contract documents, ensuring County forms are up to date. Maintain federal terms and forms as available. Develop specialized contract terms and conditions as needed for individual contracts.
- Develop, recommend and implement county-wide policies, procedures and processes for procurement, contracting and contract close-out.
- Audit, review, document, advise and maintain procurement and contract software solutions and processes for Pierce County.
- Create documentation and provide easy access to resources within the Central Procurement & Contract Services Division.
- Provide training on contract and procurement processes to county departments and vendors interested in contracting with Pierce County.
- Increase contracting opportunities for disadvantaged business enterprise, pierce county businesses, small businesses and veteran-owned businesses.
- Assign work to a specific work unit and ensure tasks are completed correctly and timely.
- May approve leave requests and work schedules.
- Provide input on performance evaluations.
- Perform the functions of Procurement and Contracts Specialist 1.

OTHER JOB FUNCTIONS:

- Observe and inspect work in progress to ensure proper procedures are utilized and project specifications are fulfilled.
- Assist in the development and monitoring of budgets and contract expenditures.
- Perform other job functions as assigned.

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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. This position serves as a Lead Worker, and project team leader.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of performance-based contract management including contract preparation and administration.
- Variety of purchasing types, sources, and products/services essential to County Government operation.
- Considerable knowledge of the best selection methods and pricing trends.
- Laws, rules, and regulations governing the preparation, review, and implementation of purchasing/contracting requests.
- Construction bid advertising and bid awards in conformance with state law.

Skill in:

- Identifying, and evaluating complex purchasing/contracting issues, bringing information together from a variety of sources, and selecting appropriate recommendations.
- Expressing ideas, recommendations, and solutions clearly both orally and in writing.
- The use of systems software, spreadsheet software and computers at the proficient level.

Ability to:

- Plan, set priorities, and organize work assignments to meet tight and often conflicting deadlines.
- Understand, interpret and apply county, state and federal regulations.
- Use appropriate independent judgment to make decisions.
- Understand and follow written and verbal instructions.
- Quickly and effectively analyze procurement and contract problems.
- Establish and maintain a cooperative and effective working relationship with all levels of County management, business contacts, and the public.
- Meet travel requirements of the position.
- Physically perform the essential job functions of the classification.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

MINIMUM REQUIREMENTS TO APPLY:

- Bachelor's degree in public or business administration, or related area; and,
- Two years of progressively responsible work experience in the area of public sector procurement and contracting and,
- One year of supervisory or lead experience is required.
- 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.

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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.