

Procurement Specialist

JOB TITLE: Procurement Specialist

FLSA STATUS: Exempt

GRADE: 38

DEPARTMENT: Finance

APPROVED DATE: 01/1998

REVISED DATE: 11/2019, 02/2022

Job Summary

This position encompasses procurement, contract, and associated regulatory compliance responsibilities, including but not limited to system wide procurement, vendor management, contract management, public works, and competitive bidding requirements in accordance with Washington State law. Develop processes, policies and procedures related to procurement and compliance functions. This position is distinguished from other administrative positions in that it involves the use and preservation of sensitive vendor material and deals with matters having significant impact on the organization's compliance with critical State laws and regulations.

This position contributes 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. Execute system-wide requests for purchases of supplies, equipment, and furniture by selecting vendors, placing orders, and negotiating prices and terms; prepare purchase orders and supporting records for purchases. Monitor and track expense budgets during the procurement process.
2. Act as Purchasing System Software Administrator; add/delete/modify users and workflows as necessary; keep database updated; troubleshoot and resolve user questions/issues and work with technical support as needed.
3. Review, research, analyze, and assess the types of projects across the Library system, to determine appropriate treatment and processes required under WA State law.
4. Monitor Department of Labor & Industries, Department of Revenue, and MRSC Rosters to track and verify vendor compliance. Review public works invoices to ensure vendors are meeting State requirements; follow up on any discrepancies. Assist vendors with public works questions.
5. Prepare, modify, and maintain Request for Proposals (RFP), Information For Bids (IFB) bid documents, Request for Qualifications (RFQ), Request for Quotes (RFQ), contracts, memorandums of understanding, and letters of intent. Review documents prepared by staff for completion, accuracy and consistencies, identify and assist with resolution of discrepancies in any document language.
6. Solicit requests for bids, quotes, and qualifications; act as point of contact for bidders. Post bid announcements in newspapers as necessary. Notify bidders after award decision is made. Ensure completeness of bid documents and bidder proposals and manage retention of all documents in accordance with state requirements. Create and maintain public works spreadsheets and purchasing/budget documents on the Library's website and Intranet. Upload and maintain bid and proposal documents to the Library's website. Assist in evaluating bids and proposals.
7. Ensure communications are maintained for timely execution of contract addendums or extensions.
8. Monitor procurement compliance to adhere to Washington State law and Sno-Isle Libraries' policies and procedures. Maintain policies and procedures relevant to the procurement and bidding process. Monitor regulatory agencies for any changes in statutes, interpret changes and incorporate into the Library's policies and procedures. Periodically attend public works and contract negotiation trainings to ensure the Library remains current on new and/or changing laws and requirements.

9. Responsible for obtaining quotes and negotiating with suppliers where appropriate in order to obtain fair pricing for high quality equipment, supplies, and services to support library operations.
10. Responsible for day-to-day management of suppliers / vendors to ensure on-time delivery and quality of purchased materials.
11. Evaluate supplier reliability and work with suppliers on continuous improvement. Assist in developing new supplier sources where suppliers are inadequate or when new suppliers / technologies are required.
12. Resolve quantity, quality, documents and other discrepancies, associated with procurement, with vendors and suppliers. Obtain necessary Return Authorizations for return of non-conforming materials to suppliers. Arrange for returns and warranty replacements of purchased items.

Additional Duties and Responsibilities

1. Train new staff on using Microix; creating and approving purchase orders and approval workflow.
2. Maintain knowledge of current accounting, statutory, and facilities related terms, trades, activities, requirements and systems.
3. Maintain project folders to ensure information is compliant and up-to-date, as required for Washington State Audit and statutory requirements.
4. Attend meetings, training, and workshops as assigned.
5. Manage or assist in projects as assigned.
6. Prepare correspondence and reports, for internal and external use.
7. Key staff role in implementation and installation of copier/printer contracts within Sno-Isle Libraries.
8. Perform other duties as assigned.

Supervision

This position reports to the Finance Director. Supervision of the work of others is not a normal part of the work of this position, but incumbents often assist in the training of other staff pertaining to procurement policies and procedures.

Knowledge, Skills, and Abilities

1. Thorough knowledge of business practices, project terms, financial terms, procurement processes and principles.
2. Knowledge and experience with working in a facilities and construction environment.
3. Understanding of skilled labor trades and terms.
4. Ability to work, plan, organize and prioritize independently with minimum supervision and direction.
5. Capable of developing innovative solutions to a variety of fiscal problems.
6. Experience in preparing, analyzing, and interpreting financial records and reports using specified accounting and auditing procedures.
7. Intermediate skill level using Microsoft Excel and Word, with ability to perform functions, formulas in spreadsheets.
8. Strong oral and written communication skills, as well as strong organizational and analytical skills.
9. Ability to uphold the principles of equity, diversity, and inclusion in the workplace and the community.
10. Ability to perform business math calculation, analyze data, create reports and charts.
11. Ability to understand and carry out general instructions in business, procurement and facilities situations.
12. Ability to solve problems and respond in a calm, reasonable manner in all situations.
13. Ability to comprehend and interpret instructions, correspondence, and memos; ask clarifying questions to ensure understanding and minimize misunderstandings.
14. Ability to write and create routine reports, correspondence, memorandums, contracts, and formal letters.
15. Ability to communicate effectively with diverse audiences.
16. Ability to respond to common inquiries or complaints from customers, co-workers and supervisor.
17. Ability to work cooperatively and maintain effective interpersonal skills with the public and co-workers.
18. Ability to effectively present information to external parties, internal departments or group of employees.

19. Ability to manage relationships with vendors, external agencies, community libraries and internal staff.
20. Ability to multitask effectively, reprioritize tasks constantly based on the ever-changing department needs and daily situational awareness of necessary tasks and human factors such as safety and health.
21. Ability to work under stress with distractions to meet deadlines and needs with minimal supervision.
22. Ability to respond to situations and issues outside of normal working hours, as needed, during a work place crisis, depending on the requirements for specific information and tasks relative to this position.

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 four-year degree in Business Administration, Finance, Accounting, Business Management, Contract Management, or a related field required.
2. Three years of public agency experience as it pertains to public works in WA State is preferred.
3. Two years of contract creation and negotiation experience is required.
4. Contract management trainings / certification preferred.

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.