



# Contracts/Purchasing Specialist II

<b>Job Code</b>	20000051	<b>Job Family</b>	Financial Management & Controls	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	Contracts & Purchasing	<b>Reports to</b>	Mgr Contracts & Purchasing	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Exempt	<b>Pay Grade</b>	2055	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	12/1/2022				

### Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

## Job Summary

Performs timely and accurate contracting and procurement activities by assisting with document preparation, correspondence and reporting. Issues purchase orders and executes contracts within established thresholds. Communicates with internal and external customers. Monitors compliance with relevant laws and policies and resolves issues.

## Accountabilities

### Accountability #1

Achieve the highest level of employee and community trust in how the District manages District resources by maintaining efficiency, timeliness and accuracy of procurement and contracting processes by consistently producing high quality and timely bid and contract documents; participating in specification development; communicating with internal and external customers, contributing to the preparation of written reports regarding vendor performance, material supply, and similar responsibilities.

### Accountability #2

Maintain transparency and the trust of our customers and stakeholders in our contracting and procurement processes by maintaining fairness and transparency, communicating appropriately and completely with all vendors and bidders; advising internal customers on appropriate vendor interaction and bid specification development; treating confidential information appropriately and sharing public records in a timely and thorough manner, and similar responsibilities.

### Accountability #3

Deliver exceptional value to our customers through fiscally responsible planning and management by maintaining fiscal responsibility, consistently producing high quality and timely analysis of vendor and pricing information, material supply, specification requirements and risk and liability information; suggest improvements to current processes or new processes, and similar responsibilities.

### Accountability #4

Achieve the highest level of employee and community trust in how the District manages compliance, maintaining compliance of contracting and procurement processes with applicable District directives, state and federal laws by producing and monitoring bid and contract documents for compliance. Advise internal and external stakeholders of these requirements and report any discrepancies, and similar responsibilities.

**Accountability #5**

Deliver exceptional value to our customers through continual improvement and innovation by identifying opportunities to make positive change, leveraging data and technology, supporting change management, embracing flexibility and similar duties, and similar responsibilities.

**Accountability #6**

Achieve the highest level of employee and community trust in how the District ensures a fair and equal opportunity contracting process by identifying relevant suppliers not currently doing business with the District, providing access and support for all suppliers to participate in District solicitations, removing obstacles which disproportionately affect underrepresented suppliers, and similar responsibilities.

**Accountability #7**

**Accountability #8**

**Accountability #9**

**Accountability #10**

**Minimum Qualifications Note**

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at [HRRecruiting@snopud.com](mailto:HRRecruiting@snopud.com), or by phone at 425-783-8655.

**Qualifications – Education and Experience**

**Minimum Required Education and Experience:**

Bachelor's Degree in Business Administration, Public Administration, Law, or related field, AND  
Two (2) years of progressively more responsible contracts or purchasing experience;

OR

Four (4) years of office clerical experience, AND  
Two (2) years of progressively more responsible contracts or purchasing experience;

OR

Six (6) years of progressively more responsible contracts or purchasing experience.

***Preferred Education and Experience:***

**Qualifications – License(s) and/or Certification(s)**

***Minimum Required License(s) and/or Certification(s):***

***Preferred License(s) and/or Certification(s):***

Certification from recognized procurement or contract management organization such as NIGP, UPPC, ISM, NCMA.

**Qualifications – Skills and Abilities**

***Minimum Required Skills and Abilities:***

Knowledge of contract management policies and procedures.  
Computer applications including word processing and spreadsheets.  
Business concepts, theories, practices.  
Basic research and analysis techniques.  
Effectively coordinate a variety of business office tasks simultaneously.  
Communicate effectively with all levels in the organization, outside agencies and the public.  
Use independent and discretionary judgement.  
Maintain accurate record systems.  
Basic report writing techniques and practices.  
Contracts and purchasing concepts and processes.

Handle confidential information.  
Use independent and discretionary judgement.

**Preferred Skills and Abilities:**

Knowledge of applicable federal, state and local laws and regulations relating to construction, contracting and procurement.

Knowledge of public procurement and public bidding procedures.

Accounting and bookkeeping.

Basic engineering and construction practices.

Interpret technical specifications.

Create and make presentations.

Evaluate contracts and related documents.

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials
- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance

- Technology Savvy
- Valuing Differences
- Work Standards

## Physical Demands

### Physical Demands List

### Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Seldom (1-10%)
Crawl	Never
Reach	Occasional (11-33%)
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Occasional (11-33%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Occasional (11-33%)
Carry (note weight in open text box below)	Occasional (11-33%)
Push/Pull (note specifics in open text box below)	Occasional (11-33%)
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Seldom (1-10%)
Use color vision	Constant (67-100%)
Use peripheral depth perception	Occasional (11-33%)
Speak	Constant (67-100%)
Hear	Constant (67-100%)

**Additional Physical Demands not listed above and associated frequency below.**

## **Mental Demands**

<b>Communication</b>	<b>Frequency</b>
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Frequent (34-66%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Frequent (34-66%)
Write communications for clarity and understanding	Frequent (34-66%)
Speak with clarity with others	Frequent (34-66%)
<b>Comprehension</b>	<b>Frequency</b>
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Frequent (34-66%)
<b>Reasoning</b>	<b>Frequency</b>
Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Frequent (34-66%)
Plan work activities of others	Occasional (11-33%)
Direct work activities of others	Occasional (11-33%)
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Occasional (11-33%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Frequent (34-66%)

**Additional Mental Demands not listed above and associated frequency below.**

## Work Environment

### Environmental Conditions List

### Frequency

Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

**Additional Environmental Conditions in this job not listed above and the associated frequency below.**

### Risk Conditions List

### Frequency

Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

**Additional Risk Conditions present in this job not listed above and the associated frequency below.**

## On-Call Status and Frequency

**On-Call is required.**

- Yes  
 No

**On-call activities and frequency.**

## Work Location

**The primary assignment for this position is:**

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.