



# IS Contract & Procurement Specialist I

<b>Job Code</b>	20000207	<b>Job Family</b>	Financial Management & Controls	<b>Professional / Knowledge Worker</b>	
<b>Department</b>	ITS Administration Management	<b>Reports to</b>	Sr Mgr ITS Program Management	<b>Union Status</b>	Non-Represented
<b>FLSA Status</b>	Non-Exempt	<b>Pay Grade</b>	2054	<b>This Job is a Lead</b>	No
<b>Last Updated</b>	6/30/2023				

## 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

Supports IT Management and staff in reviewing, managing, and renewing vendor contracts through contract lifecycle management. The Specialist ensures adherence to policies, laws, and directives. Facilitates procurement of hardware, software, maintenance, and professional services through formal and informal processes such as Request for Proposal (RFP), Request for Information (RFI), and bids. May support process for disposition of obsolete and surplus material in accordance of District directives.

## Accountabilities

### Accountability #1

Supports transparency and the trust of our customers and stakeholders while supporting technology enhancements by assisting in the coordination of procurement processes to develop specifications, acquire bids and proposals (RFPs) to select vendors for technology hardware, software, and services. Helps to coordinate with Contracts and Purchasing, Legal, Risk management, managers, and project managers to prepare contracts and Commission documents ensuring areas of liability and risk are managed to protect District interests. Supports procurement for small procurements, and similar responsibilities.

### Accountability #2

Supports transparency with our vendors and the financial interest of the District by assisting ITS leadership in software and hardware license audits by providing accurate and timely information and reports related to contracts, payments and software licenses. Maintains current understanding and best practices for software licensing and contract agreements of moderate complexity. Supports District compliance with licensing requirements for software and hardware contracts, and similar responsibilities.

### Accountability #3

Support the practice of cost-control to effectively utilize funds and manage operating costs by supporting the renewal process for small to medium complexity technology contracts (maintenance and support). Works closely with contract leads to determine renewal terms. This includes negotiating terms to ensure caps on cost increases and changes in terms are favorable to the District. Assists in the process to consolidate and co-term contracts, and similar responsibilities.

### Accountability #4

Support vendor management to control costs and ensure quality by assisting in the contracting process for professional services contracts. Supporting experienced Contract and Procurement analysts, assists

in needs assessment to define requirements for contracts, and similar responsibilities.

**Accountability #5**

Support timely and accurate remittance of payments to avoid late charges and errors as a backup to the Business Operations Coordinator for processing invoice payments and Service Entry Sheets, and similar responsibilities.

**Accountability #6**

**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;

OR

Four (4) years of experience in contracts and procurement.

***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):***

**Qualifications – Skills and Abilities**

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

- Strong research and analytical techniques
- Ability to multitask
- Problem management and resolution skills
- Manage confidential information related to contracts and procurements
- Communicate effectively (verbal and written)
- Strong team and collaboration skills

***Preferred Skills and Abilities:***

- Negotiation skills to establish vendor/supplier relationships
- Ability to develop, negotiate and administer works and service contracts
- Interpret and understand Federal, State, and local regulations and laws
- Independent and discretionary judgement
- Project management theories and practices
- Experience working/collaborating with outside vendor

## 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	Seldom (1-10%)
Stand	Seldom (1-10%)
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	Never
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)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Occasional (11-33%)
Use distance vision	Seldom (1-10%)
Use color vision	Occasional (11-33%)
Use peripheral depth perception	Never
Speak	Occasional (11-33%)
Hear	Frequent (34-66%)

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

## Mental Demands

### Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Occasional (11-33%)
Train other workers	Never
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Occasional (11-33%)
Speak with clarity with others	Occasional (11-33%)

### Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)

Read and carry out complicated instructions	Occasional (11-33%)
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	Occasional (11-33%)
Use intermediate and/or advanced math	Seldom (1-10%)
<b>Organization</b>	<b>Frequency</b>
Plan own work activities	Occasional (11-33%)
Plan work activities of others	Never
Direct work activities of others	Never
<b>Resilience</b>	<b>Frequency</b>
Work under pressure	Seldom (1-10%)
Work for long periods of time	Seldom (1-10%)
Work on several tasks at the same time	Occasional (11-33%)

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

**Work Environment**

<b>Environmental Conditions List</b>	<b>Frequency</b>
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.**

<b>Risk Conditions List</b>	<b>Frequency</b>
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.**

Frequently - 1x month 6-12 times a year Engineers are called out on an as-needed bases. It is dependent on the nature of the outage or issue and the frequency of inclement weather. More experienced staff will be called out more frequently due to their experience and expertise with solving issues. As availability allows, junior staff may be called to assist with troubleshooting and to gain knowledge and experience.

### 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.