



# Lead IS Contract & Procurement Specialist

|                     |                               |                   |                                 |  |                 |
|---------------------|-------------------------------|-------------------|---------------------------------|--|-----------------|
| <b>Job Code</b>     | 20001028                      | <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>  | Exempt                        | <b>Pay Grade</b>  | 2058                            | <b>This Job is a Lead</b>              | Yes             |
| <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

Manages the development, implementation, coordination, and administration of ITS capital, operations, professional services, and maintenance budgets. Provides leadership and expertise in ITS contract and procurement functions. Provides expertise on all aspects of the planning, organization, scheduling, and support functions of the budget, contract, and procurement methods consistent with the District's mission, goals, and values. Manages the annual budget planning process, coordinating the process for the CIO and ITS leadership team. Develops, implements, and improves work processes.

## Accountabilities

### Accountability #1

Deliver exceptional value to our customers through fiscally responsible annual planning and management by performing the annual budget planning, development, implementation and administration of the Division to budget to ensure alignment with the overall District capital and operation budget processes, working with Accounting and Finance to understand the strategic budget plans, managing the project and timeline to complete budget planning with ITS Leadership, and preparing budget documents and presentations with the CIO. The role prepares detailed analysis of past expenditures, forecasting of future expenses, works with ITS leadership to understand contracts and payment schedules, and similar responsibilities.

### Accountability #2

Ensure the transparency and the trust of our customers and stakeholders ensuring the data integrity supporting budgeting and planning for ITS Leadership by overseeing and coordinating the data analysis and presentment of expenditures and performance against budget for capital, operation and maintenance, analyzing and identifying variances and preparing detailed reports, recommending appropriate action for the ITS leadership team, and similar responsibilities.

### Accountability #3

Increase the public's confidence in the quality of ITS Contract & Procurement management by ensuring Contract & Procurement analysts, managers, and staff have the opportunity to develop skills and have the knowledge needed to understand and administer department processes related to budget, procurements and contracts, develops and delivers training and mentoring to ITS managers and staff regarding the budget processes including accounting guidelines, and develops and trains analysts on procurement process, and similar responsibilities.

### Accountability #4

Ensures the ITS Budget and Contract team is working efficiently by helping to prioritize, plan, and support the execution of department activities under the guidance of the Senior Manager. Team lead for

determining approach to procurements. They will also oversee complex contract and ITS system procurements ensuring alignment with District Directives, policies, State statutes, and Federal regulations, and similar responsibilities.

**Accountability #5**

Increase our customer's and stakeholder's confidence and trust in our services and ensure the transparency of the team while supporting technology enhancements by coordinating the procurement processes to develop specifications, acquire bids and proposals (RFPs) to select vendors for technology hardware, software and services. Coordinates 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, medium, and large procurements, and similar responsibilities.

**Accountability #6**

Ensure transparency and the trust of our customers and stakeholders in our financial management and stewardship supporting ITS leadership by providing expertise during ITS financial audits to consistently producing high quality and timely financial data and documents related to contract, licensing, procurements and project delivery. May lead process to coordinate and compile requested documents, and similar responsibilities.

**Accountability #7**

Enables an environment of continual improvement by leveraging technology, consulting services and process improvements to maintain current understanding and best practices for complex software licensing and contract agreements from strategic enterprise vendors. Ensures District compliance with licensing requirements for software and hardware contracts. Oversees the Division software and hardware license audits along with ITS management, and similar responsibilities.

**Accountability #8**

Ensure transparency and trust of our customers and stakeholders by supporting the Chief Information Security Officer (CISO) and ITS leadership in facilitating the District's policies and procedures for technology/data security compliance programs. Assists in the develop of policies and processes and helps educate District resources on compliance. Acts as lead to guide contract analysts on meeting NERC/CIP contract requirements, and similar responsibilities.

**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 Six (6) years of experience in contracts and procurement;

OR

Ten (10) 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 relationship building, partnering and conflict resolution skills
- Leadership
- Computer application experience including enterprise budget and finance systems and general office applications (documents, spreadsheets, etc)
- Customer service techniques and practices
- Financial and budgeting processes
- Contract management policies and procedures
- Software license agreements
- Knowledge of and ability to interpret and apply applicable Federal, State and local regulations
- Strong communication skills and presentation experience for all levels of the company including to executive leaders
- Ability to use independent and discretionary judgement
- Ability to manage multiple high priority activities simultaneously
- Manage confidential information
- Experience with analytical work including business/technical assessment to research issues and provide recommendations
- Prepare reports and document to communicate complex budget and contract information clearly to all levels of District staff
- Ability to meet critical timelines in a fast paced environment
- Attention to detail for records management
- Ability to interpret complex technical contracts

### **Preferred Skills and Abilities:**

- Project Management
- Contract negotiation experience and best practices
- Short and long range planning
- Problem identification and analysis techniques
- Knowledge of and ability to interpret and apply District Directives
- Cost benefit and statistical analysis
- Conflict resolution techniques
- Experience with SAP and Ariba
- Knowledge of complex Microsoft, SAP and Oracle licensing
- Experience negotiating Software Service Agreements

## Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

- Adaptability
- Aligning Performance for Success
- Building Customer Relationships
- Building Talent
- Coaching
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Creating a Culture of Trust
- Creating an Inclusive Environment
- Customer Focus
- Delegation and Empowerment
- Driving for Results
- Driving Innovation
- Emotional Intelligence Essentials
- Empowering Decision Making
- Execution
- Guiding Team Success
- Initiating Action
- Inspiring Others
- Leveraging Feedback
- Positive Approach
- Professional Knowledge and Aptitude
- Selecting Talent
- Stress Tolerance
- Technology Savvy

## 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  | Occasional (11-33%) |
| Use close vision   | Never               |
| Use distance vision  | Seldom (1-10%)      |
| Use color vision   | Occasional (11-33%) |
| Use peripheral depth perception                                      | Never               |
| Speak  | Frequent (34-66%)   |
| Hear   | Frequent (34-66%)   |

**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      | Constant (67-100%)  |
| Understand and carry out complicated oral instructions | Frequent (34-66%)   |
| Train other workers                                    | Occasional (11-33%) |
| 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     | Constant (67-100%)  |

|   |                     |
|---|---------------------|
| Speak with clarity with others                              | Frequent (34-66%)   |
| <b>Comprehension</b>  | <b>Frequency</b>    |
| Read and carry out simple instructions                      | Constant (67-100%)  |
| Read and carry out complicated instructions                 | Constant (67-100%)  |
| Retain relevant job information                             | Constant (67-100%)  |
| <b>Reasoning</b>  | <b>Frequency</b>    |
| Read and interpret data                                     | Constant (67-100%)  |
| Count and make simple arithmetic additions and subtractions | Frequent (34-66%)   |
| Use intermediate and/or advanced math                       | Occasional (11-33%) |
| <b>Organization</b>   | <b>Frequency</b>    |
| Plan own work activities                                    | Constant (67-100%)  |
| Plan work activities of others                              | Frequent (34-66%)   |
| Direct work activities of others                            | Occasional (11-33%) |
| <b>Resilience</b>   | <b>Frequency</b>    |
| Work under pressure   | Frequent (34-66%)   |
| Work for long periods of time                               | Occasional (11-33%) |
| Work on several tasks at the same time                      | Constant (67-100%)  |

**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.**  
 Daily The Senior Manager is on call 24x7x365 to handle escalations and issues related to systems operations supporting all critical business functions such as grid operations, contact center, customer communications (e.g., outage map), power scheduling, ECC and more. Major implementations such as Connect Up or changes being implemented into the utility model. All major technology solutions being implemented are supported by the Senior Manager and their team of technology experts. All work performed on critical applications including patching, upgrades, implementations, enhancements and various support functions are regularly performed on nights, weekends, and holidays. The senior manager directly oversees or provides escalation support if issues arise and coordinates with all levels of leadership throughout the utility.

**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.