



Manager, Contracts & Purchasing

Job Code	20000205	Job Family	Manager/1st Level leader	Leader	
Department	Contracts & Purchasing	Reports to	Sr Mgr Trsr Risk Mgmt & Supply	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2059		
Last Updated	8/29/2022				

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 and administration of District labor, miscellaneous and professional services contracts and non-real estate leases; purchasing activity for materials, equipment and supplies; and selection of consultants, contractors and vendors. 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 and ensures compliance with relevant laws and policies.

Accountabilities

Accountability #1

Achieve the highest level of employee and community trust in how the District manages contracts and purchasing by ensuring 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, other projects.

Accountability #2

Ensure fairness, transparency and the trust of our partners and stakeholders in our contracting and procurement processes by 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; or similar responsibilities.

Accountability #3

Deliver exceptional value to our ratepayers and stakeholders through fiscally responsible financial planning and management by 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; or similar responsibilities.

Accountability #4

Maintain the public's confidence in the quality of contracting and procurement processes compliance by ensuring 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.

Accountability #5

Demonstrate continual improvement that delivers outstanding value to our customers by developing, recommending, and effectively managing budget/s, identifying, evaluating, and recommending resourcing options that reflect appropriate prioritization and tradeoffs between cost and quality results, determining and realizing opportunities for improved efficiency and effectiveness, and similar responsibilities.

Accountability #6

Increase the public’s confidence in the quality of fair access to District contract bidding process by ensuring an environment where all potential suppliers have a fair and equal opportunity to compete for District business 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

Create a culture of caring, mutual respect and trust that empowers current and future employees to do their best work for the benefit of our team members, customers, partners and stakeholders by providing employees opportunities to develop, supporting employees through change, hiring the right person for the right job, recognizing employee performance and achievements, being open to receiving, feedback from our employees and working daily to ensure a more equitable and inclusive environment, and similar responsibilities.

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, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelor's Degree in Business, Public Administration or related field, AND
Two (2) years of progressively more responsible contracts and 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):

A C.P.P.O. (Certified Public Purchasing Officer).

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Purchasing and contracting processes within the public sector including formal bid preparation and processes.

Contract requirements, administration, and management of labor and professional services contracts.

Supply Chain Management theory and application.

Purchasing and contracting law, including RCW and UCC.

Enterprise wide computer systems and contracting and purchasing applications.

Computers and related software, including word processing, spreadsheet and data base applications.

Teamwork processes and team leadership.

Organizational systems and business processes.

Budgeting processes, finance and procurement cost management.

Project management.

Management/leadership theories and practices and change leadership.

Training theory and practice.

Negotiate.

Communicate and work effectively with all levels of the organization, the public, and government agencies.

Use independent and discretionary judgement.

Make and carry out effective business decisions.

Identify and work with others to remove barriers to change.

Manage confidential information. Interpret and understand technical specifications and/or information including Federal, State, and local regulations and commercial law.

Manage many projects and shifting priorities.

Supervise, coach and provide positive direction to staff.

Preferred Skills and Abilities:

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	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
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	Seldom (1-10%)
Reach	Seldom (1-10%)
Work above shoulders (note specific activity in open text box below)	Seldom (1-10%)
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Occasional (11-33%)
Lift (note weight in open text box below)	Seldom (1-10%)
Carry (note weight in open text box below)	Seldom (1-10%)
Push/Pull (note specifics in open text box below)	Seldom (1-10%)
Work rapidly for long periods	Seldom (1-10%)
Use close vision	Constant (67-100%)
Use distance vision	Seldom (1-10%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Seldom (1-10%)
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Duties performed primarily in an office environment and require the repetitive use of a computer, keyboard and mouse.

Mental Demands

Communication	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
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	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)
Comprehension	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Constant (67-100%)
Retain relevant job information	Constant (67-100%)
Reasoning	Frequency
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%)
Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Constant (67-100%)
Direct work activities of others	Constant (67-100%)
Resilience	Frequency
Work under pressure	Constant (67-100%)
Work for long periods of time	Constant (67-100%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

This position can have stressful interactions with outside vendors and/or internal project leads. Constantly running into timing deadlines and internal/external customers that do not understand government procurement processes.

Work Environment

Environmental Conditions List

Frequency

Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
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.
Duties are primarily performed in an office environment.

Risk Conditions List

Frequency

Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Seldom (1-10%)
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Seldom (1-10%)
Extreme Hot	Seldom (1-10%)
Proximity to Moving Mechanical Parts	Seldom (1-10%)
Noise Intensity	Seldom (1-10%)
Exposure to animals	Seldom (1-10%)
Working with angry customers	Occasional (11-33%)

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.