



# Contracts/Purchasing Specialist I

|                     |                        |                   |                                 |  |                 |
|---------------------|------------------------|-------------------|---------------------------------|--|-----------------|
| <b>Job Code</b>     | 20000073               | <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>  | Non-Exempt             | <b>Pay Grade</b>  | 2054                            | <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 supporting 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 supporting 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 supporting 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 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 #5

**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 office clerical 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):**

## Qualifications – Skills and Abilities

**Minimum Required Skills and Abilities:**

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.

**Preferred Skills and Abilities:**

Basic report writing techniques and practices.  
Contracts and purchasing concepts and processes.  
Handle confidential information.

## 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                                  | Seldom (1-10%)      |
| 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

### 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                                    | 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%) |

### Comprehension

|   | Frequency          |
|---|--------------------|
| Read and carry out simple instructions      | Frequent (34-66%)  |
| Read and carry out complicated instructions | Frequent (34-66%)  |
| Retain relevant job information             | Constant (67-100%) |

### Reasoning

|   | Frequency         |
|---|-------------------|
| 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%) |

### Organization

|                                  | Frequency         |
|----------------------------------|-------------------|
| Plan own work activities         | Frequent (34-66%) |
| Plan work activities of others   | Seldom (1-10%)    |
| Direct work activities of others | Seldom (1-10%)    |

| <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.**

| <b>Work Environment</b>                 |                  |
|---|------------------|
| <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.**

## 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.