

IT Contract & Procurement Specialist II



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|---------------------|-------------------------------|-------------------|---------------------------------|--|-----------------|
| Job Code | 20001052 | Job Family | Financial Management & Controls | Professional / Knowledge Worker | |
| Department | ITS Administration Management | Reports to | Sr Mgr ITS Program Management | Union Status | Non-Represented |
| FLSA Status | Exempt | Pay Grade | 2055 | This Job is a Lead | No |
| Last Updated | 1/24/2025 | | | | |

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.

Accountabilities

Accountability #1

Maintain transparency and the trust of our customers and stakeholders while supporting technology enhancements by coordinating the procurement processes to develop specifications, acquire bids and proposals (RFPs) to select vendors for information technology hardware, software, and services. Coordinates with Contracts and Purchasing, Legal, Risk management, managers, project managers and end users 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 #2

Maintains transparency with our vendors and ensures 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 complex software licensing and contract agreements. Supports District compliance with licensing requirements for software and hardware contracts, and similar responsibilities.

Accountability #3

Maintains the practice of cost-control to effectively utilize funds and manage operating costs by managing the renewal process for complex technology contracts (maintenance and support). Works closely with contract leads to determine renewal terms. Performs detailed analysis and comparisons on contracts and quotes to understand variances and cost increases. This includes negotiating terms to ensure caps on cost increases and changes in terms are favorable to the District. Looks for opportunities and manages the process to consolidate and co-term contracts, and similar responsibilities.

Accountability #4

Supports vendor management to control costs and ensure quality by facilitating contracting process for professional services contracts. Manages status of individual contracts and overall contracting program. Working with managers, project managers and project leads, assists in needs assessment to define requirements for contracts, provides recommendations to meet contracting requirements and similar responsibilities.

Accountability #5

Ensures consistency and adherence to processes across all procurements and contract work by mentoring Contract & Procurement Specialist I on procedures, providing guidance, and other similar responsibilities.

Accountability #6

Supports 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.

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, 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 experience in contracts and procurement;

OR

Six (6) 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):

NIGP-CPP – National Institute of Government Purchasing Certified Procurement Professional,
or CPPB – Certified Professional Public Buyer, or license/certificatom from other contract
management organizations such as UPPC, ISM, and/or NCMA.

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Information Technology contracts and procurement experience

Strong research and analytical techniques

Read and interpret contracts and statements of work to identify relevant legal, privacy, cyber
security and information technology terms and conditions that must be negotiated

Negotiation skills to establish vendor/supplier relationships

Ability to multitask in order to direct, manage and administer multiple functions, programs, and
projects

Ability to develop, negotiate and administer works and service contracts

Interpret and understand Federal, State, and local regulations and laws

Strong problem management and resolution skills

Manage confidential information related to contracts and procurements
Independent and discretionary judgement
Communicate effectively (verbal and written) with all levels of the organization
Strong team and collaboration skills
Strong business acumen including financial literacy, strategic thinking, ability to evaluate opportunities, risks and outcomes

Preferred Skills and Abilities:

Utility industry experience
Public procurement experience
Information Technology project management theories and practices
Vendor management

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 | 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

Communication

| | |
|--|---------------------|
| Understand and carry out simple oral instructions | Frequent (34-66%) |
| Understand and carry out complicated oral instructions | Occasional (11-33%) |
| Train other workers | Seldom (1-10%) |
| 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%) |

Comprehension

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

Reasoning

| | |
|---|---------------------|
| Read and interpret data | Constant (67-100%) |
| Count and make simple arithmetic additions and subtractions | Occasional (11-33%) |
| Use intermediate and/or advanced math | Seldom (1-10%) |

Organization

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

Resilience

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|--|---------------------|
| Work under pressure | Occasional (11-33%) |
| Work for long periods of time | Seldom (1-10%) |
| Work on several tasks at the same time | Constant (67-100%) |

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.

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.