

ESSENTIAL FUNCTIONS**Vendor Maintenance/Purchase Orders (40%):**

Receives and analyzes department requisitions and verifies budget authority. Processes purchase orders and distributes daily.

Monitors all purchase and service orders processed to determine which may be public works projects requiring wages paid documentation for the Washington State Department of Labor and Industries. Distributes and tracks the processing of these forms and acts as the liaison between the contractor and agency project managers on the execution of forms.

Answers questions and provides information regarding purchasing procedures to agency staff and interested vendors. Facilitates training of project managers and other staff in the implementation and ongoing use of purchasing policies and procedures.

Assists departments by researching vendors and contractors to determine alternative sources, types of materials, supplies, and methods and availability, quality, and price of products or services.

Monitors vendor list for accuracy and activity. Annually updates vendor information to ensure compliance for reporting payments made to independent contractors.

Contract Management (30%):

Assists in processing contracts, reviewing contract documents for completeness and accuracy, and preparing contract amendments and change orders. Monitors contracts for performance, expenditures, and required renewal action.

Assists in maintaining vendor information files, state/federal government files, purchasing files, and contract files in compliance with state and federal audit regulations.

Maintains a variety of logs and records relating to procurement and contract administration.

Formal Proposals (30%):

Prepares and distributes requests for proposals, invitations to bid, and other solicitation documents related to the purchase of supplies, equipment, services, and materials.

Assists in the development of written specifications for equipment and services required to meet the agency's needs.

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Assists with maintaining a list of competitive sources for supplies and services while encouraging an ongoing working relationship with all vendors in various purchasing fields and the general public.

Assists in coordinating the bid/proposal evaluation process as directed. Provides assistance to evaluation committees and project teams as directed to include checking references and evaluating price proposals, etc.

OTHER FUNCTIONS

Assists with new software conversion and implementation and develops written procedures.

Assists in the preparation of the annual budget and its revisions.

Assists Procurement Coordinator as directed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Requires an Associate's degree or two-year technical certificate in business administration, purchasing, or a related field. Minimum of three years' progressively responsible experience in the procurement and contracting of goods and services required. Public sector experience preferred. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities of the job will be considered in lieu of the degree requirement.

Ability to understand complex government documents related to purchasing regulations. Considerable knowledge of the Revised Code of Washington regulations, public work processes, and federal grant administration preferred.

Knowledge of public purchasing methods and procedures covered under regulatory requirements, Disadvantaged Business Enterprise (DBE) requirements, and specification and contract writing techniques as related to materials management procedures.

Proficiency with Microsoft Word and Excel required.

Must be able to work with numbers accurately and understand verbal instructions.

Excellent verbal and written communication skills required.

Requires ability to use tact, discretion, and courtesy in interdepartmental, Board of Directors, and public contacts. Requires good customer service skills

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and the ability to instill and present a positive image of C-TRAN to internal and external customers.

Requires the ability to work under pressure situations and deadlines.

PHYSICAL REQUIREMENTS

N = Never (0%),	R = Rarely (0-20%),	O = Occasionally (21-50%),
F = Frequently (51-80%)	C = Continuously (81+%)	

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|-----------------------------|----------------------------|--------------|
| (R) Climbing | (N) Balancing | (R) Stooping |
| (R) Kneeling | (R) Crouching | (R) Crawling |
| (R) Reaching | (O) Standing | (O) Walking |
| (F) Pushing | (R) Pulling | (R) Lifting |
| (F) Fingering | (O) Grasping | (R) Feeling |
| (C) Talking | (F) Hearing | (C) Sitting |
| (O) Carrying | (C) Repetitive Motions | |
| (C) Seeing (short distance) | (O) Seeing (long distance) | |

MENTAL REQUIREMENTS

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|---|---------------------------------|------------------|
| (F) Decision Making | (F) Teamwork | (F) Creativity |
| (C) Interpersonal Skills | (F) Customer Service | (O) Mentoring |
| (F) Use of Discretion | (F) Problem Analysis | (R) Selling |
| (O) Presentation/Teaching | (C) Write English | (C) Read English |
| (C) Understand English | (C) Speak English | (R) Negotiation |
| (R) Training/Supervising | (F) Independent Judgment/Action | |
| (F) Perform basic math (add, subtract, multiply, divide) | | |
| (F) Perform advanced math (analysis, statistics, significant data or number manipulation) | | |
| (N) Perform basic programming (database setup, setting system defaults, some software modification) | | |
| (N) Perform advanced programming (software development and/or modification, and system development) | | |

WORKING CONDITIONS

- (R) Exposure to environmental influences (beyond normal office environment) such as poor ventilation and illumination, loud noises, adverse weather conditions, and heavy congestion.
- (N) Exposure to accidents or health hazards on the job which includes working with chemicals, operating equipment/machinery, and exposure to infectious diseases.
- (R) Exposure to adverse public relations conditions, such as health hazards presented by hostile citizens.
- (R) Frequent abrupt and unexpected changes in work assignments, goals, and deadlines.
- (R) Length and irregularity of work hours such as attending meetings or completing assignments before or after the normal work day.

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ADDITIONAL REQUIREMENTS

Regular, dependable attendance is required.

A valid driver's license from state of residence and a good driving record are preferred.

Must be able to comply with C-TRAN's nonsmoking policy and function in a nonsmoking work environment.

Must pass an employment physical examination to be certified for the position and maintain a physical condition which, either with or without accommodation, allows completion of all essential duties.

If selected for the position, documentation that you are a United States citizen or an alien lawfully authorized to work in the United States will be required to establish your identity and work authorization in accordance with the employer's obligation under the Immigration Reform and Control Act of 1986.

If selected for this position, employment will be conditional pending completion of a criminal background investigation.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.