

SNOHOMISH COUNTY JOB DESCRIPTION

PROCUREMENT CONTRACTING OFFICER

Spec No. 2347

BASIC FUNCTION

Performs advanced professional procurement in the County's Purchasing Division for the formulation, issuance, negotiation and award of the County's largest or most complex contracts for goods and services, to include federal, state, and grant funded competitive projects.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Coordinates and provides oversight of specification development and competitive activities, including Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and Requests for Information (RFIs). Ensures specifications are written in compliance with good business practices, state and county codes, and to encourage competition. Works with federal agencies including EPA, FHWA, and FAA and other funding and/or regulating agencies to ensure compliance with their requirements.
2. Develops and composes, with and for the requesting County departments performance-based scopes of work, deliverables and statements of qualifications and/or technical requirements appropriate for the desired performance while safeguarding the opportunity for full and open competition.
3. Works with requesting department to ensure that needs are properly and adequately defined. Develops and composes, with the requesting County department, RFP/RFQ Evaluation Criteria that generate the "best value," qualitative appraisal of proposals with appropriate weighting (or ranking) of criteria based on the scope of work and desired vendor performance.
4. Identifies potential sources to ensure an adequate competitive pool, including meeting MWDBE, DBE, SBE, and apprenticeship goals as required.
5. Assists with pre-proposal conferences (public meetings) under the RFP/RFQ/RFI processes for potential proposers describing the process and particular requirements. Provides information during conferences that is consistent with proposal specifications, is documented and is made available to all potential proposers.
6. Prepares and issues solicitation addenda, including answers to vendor questions, prior to the submission deadline. Oversees written clarification process offered in all formal competitive activities to ensure questions are answered appropriately and equally.
7. Coaches and supports RFP/RFQ Evaluation Committees on procedural matters and the requirements of the RFP/RFQ; may serve as non-voting member and/or chairperson to provides procedural insight and support to Committee members and County staff and helps ensure an effective, transparent and fair process.
8. Adheres to and upholds the silent period during competitive activities to eliminate unfair or the perception of unfair business practices.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

9. Leads large or complex Invitation to Bid (ITB) procurements, including construction as assigned.
10. Oversees the County's Job Order Contracting (JOC) Program and other alternative methods of procuring public work and other complex projects.
11. Assists the Purchasing Manager to identify, quantify and report actual dollar savings captured for the departments and the County at large through the purchasing process.
12. Trains, mentors and instructs staff in the County departments and purchasing staff in procurement procedures.
13. Works with requestors in being pro-active and planning ahead to eliminate emergency and sole source purchasing by bidding requirements.
14. Attends and participates in interdepartmental, public hearing and Council Committee meetings as necessary. Attends Council meetings when competitive effort awards are on the agenda for consideration.
15. Participates with the Purchasing Manager in procurement-related consultations with the County Prosecuting Attorney's Office, and also with the Risk Management Division concerning indemnification and insurance requirements.

STATEMENT OF OTHER JOB DUTIES

16. Acts as the lead for the Purchasing Division in the absence of the Purchasing Manager and performs management duties for the Purchasing Division as requested.
17. Serves on County committees and working groups; coordinates and attends meetings with county representatives and other governmental agencies; attends and participates in professional group meetings.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public administration or a closely related field; AND five (5) years professional procurement (purchasing) experience; OR any equivalent combination of training and/or experience that provide the required knowledge and abilities.

SPECIAL REQUIREMENTS

A minimum of four (4) years' experience formulating and managing RFP/RFQ procurement documents and procurement processes in public purchasing or public procurement.

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SPECIAL REQUIREMENTS (Continued)

One of the following professional purchasing certification is required:

- Certified Professional Public Buyer (CPPB)
- Certified Public Purchasing Officer (CPPO)
- Certified Professional in Supply Management (CPSM)
- Certified Purchasing Manager (CPM)
- Or other Procurement certification offered and recognized on a national level as approved by the Purchasing Manager.

A valid Washington State Driver's License is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- best practices and current trends in the purchasing field
- sources of market, supply and pricing information
- pertinent federal, state and local laws, codes and ordinances
- County functions and services
- public procurement principles and practices in the preparation and analysis of specifications, bids (particularly RFP/RFQ/RFI documents), contracts, contract negotiations and the performance of related procurement functions

Ability to:

- effectively represent the Purchasing Division
- train and mentor County staff in RFP/RFQ/RFI procurement procedures and administration
- work collaboratively with County managers and staff in the formulation and execution of effective procurement strategies and processes
- analyze operational requirements and select the appropriate acquisition strategy, method and RFP/RFQ/RFI language
- perform effective market research
- create well written procurement documents that reflect customer requirements
- communicate effectively verbally and in writing with all audiences
- establish and maintain effective, ethical work relationships with other county employees, suppliers and the general public
- understand and follow written and verbal instructions
- effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner
- operate standard office equipment

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SUPERVISION

Employees in this class receive limited supervision from the Purchasing Manager and duties are performed with considerable independence. The employee plans and carries out successive steps and resolves problems in accordance with established policies and accepted practices. Work is reviewed by the Purchasing Manager for accuracy and conformance with policies and procedures and with Purchasing Division goals.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 2012
Revised: April 2017
EEO Category: 2 – Professional
Pay Grade: 243 – Classified Pay Plan
Workers Comp: 5306 - Non Hazardous