



11515 Canyon Road E, Puyallup, WA, 98373 | 253-620-5400 | www.pchawa.org

JOB POSTING

PROCUREMENT AND CONTRACTS SPECIALIST

POSITION OVERVIEW:

JOB TITLE:	Procurement and Contracts Specialist
REPORTS TO:	Finance Director
RATE OF PAY:	\$26.00/hr.- \$36.00/hr., DOE (up to the midpoint of pay range) HPC Benefits Package
SHIFT/ SCHEDULE:	Hourly/ Non- Exempt Union Position
CLOSING DATE:	Open Until Filled

The mission of Housing Pierce County (HPC) is to provide safe, decent, affordable housing and economic opportunity free from discrimination. HPC is a quasi-governmental agency created in 1978 by the Pierce County Council. Although the County Executive appoints and the Council approves HPC's Board of Commissioners, HPC is not a part of the County Government. We operate as both a Public Housing Authority under contracts with the U.S. Department of Housing and Urban Development (HUD) and a mission-driven business enterprise under our own purview with the mandate to expand access to affordable housing in Pierce County. The Board and staff strive to make meaningful, lasting differences in the lives of our participants and community we serve.

GENERAL DUTIES:

Under the direction of the Finance Director, coordinate procurement and contract management including administration of highly visible and politically sensitive contracts and issues with significant financial and operational impacts for the agency according to applicable rules and regulations. The Procurement and Contracts Specialist will have an active role in working with various HPC departments needing to acquire goods and services. This position will be bidding on goods, services, and construction related jobs, developing, and drafting contracts, and managing contracts from execution to closeout. This position advises, negotiates, and makes recommendations regarding procurement and contracting issues. Prepare informal and formal ITBs, RFPs, and RFQs for the procurement of goods and services and for publicly advertised technical, professional, engineering and construction service contracts. This position will serve as the main point of contact and central hub for agency purchasing.

This position is part of a Collective Bargaining Agreement with Office and Professional Employees International Union (OPEIU) Local 8.

ESSENTIAL FUNCTIONS:

The following functions may be performed manually or computerized:

- Research, recommend and develop procurement methods, to include traditional and non-standard procurement methods.
- Work closely with Directors and Managers to write and edit scopes of work; and review and modify contractual specifications for compliance with all laws, policies, and procedures.
- Manage the procurement process from creation of solicitation documents up to Notice to Proceed.
- Conduct and participate in the RFP/Bid evaluation process, assuring proposer/bidder responsibility and issue award letters.
- Participate in and oversee negotiations, review rates, and advise HPC end-users on contractual issues.
- Contract administration and closeout functions for all types of public contracts.
- Oversee the disposition of agency assets and surplus goods by ensuring all activities comply with applicable policies and procedures, evaluating value for disposition, and selecting appropriate disposal methods consistent with organizational and applicable regulatory requirements.
- Lead and / or perform procurement and contract administration services for complex and high-risk contracts. Ensure all procurements and contracts with federal funding meet federal, state and local requirements.
- Develop and update boilerplate language for all procurement and contract documents, ensuring county forms are up to date. Maintain federal terms and forms as available. Develop specialized contract terms and conditions as needed for individual contracts.
- Drive and safely operate a motor vehicle to travel among properties owned and managed by HPC including to and from HPC main office.
- Promptly completes incident reports within 24 hours of becoming aware of them in accordance with HPC policy.
- Document all work according to HPC process.
- Maintain reliable and punctual attendance to support daily operations.
- Perform related duties as assigned.
- **NOTE:** The primary job duties noted above are not exhaustive and other job duties may be added as necessary to serve Housing Pierce County and ensure successful business operations.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of:
 - Federal, state and local requirements governing purchases and contract administration by public agencies, including, but not limited to, factors related to bid responsiveness and bidder responsibility.
 - Contract administration and payment practices for construction, consulting, and all types of services (including, but not limited to, high-tech, social services, security, etc.), and buying of goods, supplies, materials, and equipment, along with business knowledge of specific industries and the most appropriate and competitive methods for procuring and contracting for a variety of goods and services.
 - Evaluation of quality and cost of materials and services.
 - Budget preparation, management, and control.
 - Negotiation and dispute resolution principles.
 - YARDI, Word, Access, Excel, and PowerPoint.
 - Audit standards employed by federal and state auditors in the review of procurements and contracts.

- Skills and Ability to:
 - Interpret and explain complex federal and state procurement regulations, harmonize where necessary, and consult and negotiate with appropriate HUD and state officials regarding proper application of the regulations.
 - Plan and conduct agency-wide training for departmental staff regarding procurement procedures.
 - Negotiate procurement agreements, contracts, disputes, appeals, protests, and claims.
 - Communicate effectively both verbally and in writing.
 - Establish and maintain cooperative and effective working relationships with others.
 - Operate a computer and assigned office equipment.
 - Work independently to plan and organize work to meet timelines and objectives.
 - Work effectively and positively with individuals of diverse racial, cultural, gender-identities, physical and mental abilities, limited-English, and socioeconomic backgrounds.
 - Handle sensitive and confidential information in a confidential and professional manner.
 - Understand and execute oral and written instructions and policies.
 - Proficiency in Microsoft 365 for daily communication, document creation, and team collaboration.

MINIMUM REQUIREMENTS:

- **EDUCATION:** Bachelor's degree in public or business administration, or related area.
- **EXPERIENCE:** Two years of progressively responsible work experience in the area of public sector procurement and contracting.
- While these requirements are the traditional standards for developing the skills required for this classification, any combination of experience, training and education that demonstrate the ability to successfully perform the essential functions of the classification may be considered.
- **LICENSES AND OTHER REQUIREMENTS:** Must possess a valid State Driver's License and maintain an acceptable driving record. Proof of current liability insurance is required. Provide authorization for a criminal record background check once a conditional offer of employment has been made.

WORKING CONDITIONS:

- **ENVIRONMENT:** Work is performed in an office and housing site environment. The incumbent will use standard office equipment including personal computers, telephones, copiers, and related equipment.
- **WORK SCHEDULE:** Keep office hours sufficient to serve the public and manage staff; some weekends and holidays if the need arises.
- **PHYSICAL ABILITIES:**
 - Sitting, standing, or walking for extended periods of time.
 - Dexterity of hands and fingers to operate a computer keyboard and calculator.
 - Ability to read and comprehend various data both on paper and computer screen.
 - Ability to effectively exchange information and make presentations.
 - Ability to conduct site visits.
 - Bending at the waist to retrieve materials.
 - Ability to lift, carry, and transport material up to 25 pounds
 - ADA reasonable accommodation requests will be granted full consideration.
- **HAZARDS:** Contact with dissatisfied, rude, or frustrated individuals
- **REASONABLE ACCOMMODATIONS:** HPC provides reasonable accommodations in accordance with the terms of applicable federal and state laws and in accordance with HPC's employment policies. Please contact the Human Resource Manager, Ney Calhoun at ncalhoun@pchawa.org or 253-339-1842 with any requests or questions regarding reasonable accommodations.

BENEFITS:

In addition to your base wage, HPC provides generous benefits which includes the following:

- Holidays – twelve (12) paid holidays immediately and two (2) additional floating holidays after completion of your introductory first year.
- Health insurance – 100% premium coverage for employee and entire family if Uniform Medical Plan (UMP) chosen; if another plan is chosen HPC still pays 100% of employee premium and the UMP premium equivalent for family and then employee pays the difference.
- Starting from the first day of employment personal time off includes vacation leave use and accrual at the rate of 3.07 hours per pay period increasing with longevity, as well as sick leave use and accrual at the rate of 4.0 hours per pay period.
- HPC provides, at its own expense for each full-time employee, group-term life insurance equal to the employee's annual base salary.
- Participation in Washington State Department of Retirement Systems (DRS).
- Should you elect to participate in the Washington State Deferred Compensation Program (DCP), after the completion of your introductory first year, HPC will match your contribution to a maximum of 6% of your annual base salary (not to include overtime or bonus payments).

Please note, HPC does not participate in Social Security, so no funds will be paid to that federal system by HPC or yourself.

EQUAL OPPORTUNITY:

Housing Pierce County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status, or any other protected classes in local, state, or federal employment laws.

APPLICATION REQUIREMENTS AND PROCESS:

- Submit both a one-page cover letter and resume.
 - Cover letter needs to address how your experience and education and/or training qualifies you to perform the essential functions listed in the job description.
 - Resume should detail all education and experience that qualifies you for this position.
- SUBMIT: Email cover letter and resume as attachments to HumanResources@pchawa.org with SUBJECT Line of "Procurement and Contracts Specialist- Your Last Name, Your First Name"
 - OR mail to:
Human Resources
11515 Canyon Rd E,
Puyallup, Washington 98373
- Questions may be addressed to:
Ney Calhoun, Human Resources Manager
humanresources@pchawa.org
253-339-1842
- DUE DATE: Open until filled.