SAN JUAN COUNTY

POSITION DESCRIPTION

Position Title: Procurement Specialist
Date: May 22, 2004
Reports to: Public Works Director
Department: Public Works
FLSA Status: Non-Exempt
Positions Supervised: None

GENERAL RESPONSIBILITIES: Acting under the direction of the Public Works Director and the County Engineer manages approximately four million dollars in department contracts for county infrastructure improvements and services; responsibility for all purchasing activities across Department Divisions; maintains accurate records; ensures compliance with Federal, State and local contracting, competitive bid, and purchasing rules. Maintains Department accounting records, vendor files, and progress payments using computerized cost accounting system. Carries out the policies and directives of the Board of County Commissioners (BOCC) with regard to contracts and purchasing.

MINIMUM QUALIFICATIONS:
• Requires a Bachelors Degree in a science, engineering or financial management related field; and
• Ability to operate a motor vehicle, a valid Washington State drivers license and a good driving record; and
• A minimum of three years experience working as a cost accountant, bookkeeper, or contract manager; OR
• Any equivalent combination of education and experience that demonstrates the knowledge, skills and abilities to perform the job.

PREFERRED QUALIFICATIONS:
• 5 years of increasingly responsible experience in public sector accounting or contract management.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Plans, administers, and coordinates contract development and execution in consultation with County Engineer and Department management staff.
*2. Plans, prioritizes, and carries out specialized procurement of supplies, materials, and equipment on behalf of Department managers.
*3. Coordinates and participates in development of standard procurement documents, bid specifications, and purchasing procedures.
*4. Develops, coordinates, updates and maintains department small works roster and consultant lists.
*5. Serves as department contact for vendors and suppliers across all department divisions. Issue and track department purchase orders.
*6. Maintain sign and central stores inventory for Road Maintenance Division.
Position Title: Procurement Specialist

7. Maintain inventories, apply purchases, and maintain contract progress using computerized cost accounting system. Coordinate annual department asset inventory.
8. Assists in the development of equipment specifications, bid documents, and bidding process; executes equipment procurement for ER&R Division.
9. Checks invoices prior to payment, verifies proper shipping and receipt of ordered supplies and materials, maintains records and files to ensure compliance with federal, state and local laws and rules.
10. Serves as Department liaison to County Manager's Office BOCC for all contracts, bids, and purchases that require BOCC County Manager approval.
11. Other duties as assigned by the Director.

Knowledge of:
- Operations, services and activities of a procurement program.
- Computerized cost accounting systems and principles.
- Federal, State and local regulations affecting public works contracts, competitive bidding and purchasing.
- County rules, regulations, and policies.
- County budgetary process.

Ability to:
- Evaluate quality and price of products and judge suitability to Department applications.
- Communicate clearly and concisely, verbally and in writing.
- Prepare comprehensive reports, cost estimates, bid specifications, and contract documents.
- Establish and maintain effective working relationships with officials, employees, and the public.
- Effectively negotiate costs and prices with vendors and consultants.
- Work under pressure and meet deadlines.
- Read, write, and speak the English language at a level necessary for effective job performance.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td>Vehicle</td>
<td>1</td>
<td>x</td>
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<tr>
<td>Telephone / Fax</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.1</td>
<td>x</td>
</tr>
<tr>
<td>Computer</td>
<td>20</td>
<td>x</td>
</tr>
</tbody>
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WORKING CONDITIONS: Work is normally performed in an office environment with occasional visits to other departments and work sites. Occasional overtime.