

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Procurement & Contracts Specialist I**

Dept.: **Finance Department**

Reports to: **Finance Manager - Procurement & Contracts**

Effective Date: **August 2022**

Job Code Number: **10142**

Grade Number: **14, Non-represented**

FLSA Status: **Non-Exempt**

**General Position Summary:**

Provide administrative and project support for procurement and contracting group and ensure compliance to KCLS procedures and regulatory requirements as part of a collaborative Finance team. Assist in implementation of procurement projects. Maintain procurement and contract records, reports, and process documentation. Prepare monthly reconciliation of credit card and online store statements.

**Essential Duties/Major Responsibilities:**

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Enter and maintain all essential contract, lease, and subscription documentation in the procurement/contract database; ensuring accuracy, availability and completeness for audit purposes. Support implementation/update of toolsets.
2. Post requests for proposal (RFP) and intent to bids (ITB) to the KCLS website and other applicable portals and post procurement opportunities to various journals.
3. Provide RFP development support to KCLS staff and maintain process-related job aids, including the issuing of RFP numbers.
4. Monitor incoming Procurement division correspondence and respond to customer needs; ensure all items have been dispositioned and/or resolved.
5. Support purchase order releases, goods receipts, and applicable invoice matching.
6. Accomplish the addition/update of vendors within accounting enterprise software and organize W-9 documentation.
7. Monitor and maintain policies and activities associated with maintaining company-issued credit cards, including the reconciliation of statements, the issuing of cards, and providing guidance to staff for usage.
8. Support organization's corporate office supply purchasing through vendors and online accounts. Monitor and maintain policies and activities associated with online store accounts (e.g., Staples, Amazon), including the reconciliation of statements, the issuing of account access, and providing guidance to staff for usage.
9. Collaborate with team members and vendors in creating and implementing organization-wide contracting policies, procedures and process documentation. Maintain applicable intranet pages and links.
10. Maintain and execute Procurement data retention requirements.

**Secondary Duties:**

1. Participate in the setup and maintenance of new procurement systems.

2. Provide backfill for procurement team members, as necessary.
3. Assist and train staff in the requirements and regulations concerning the procurement process.
4. Other related duties as assigned.

### **Core Competencies:**

#### **Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

#### **Professional & Technical Knowledge**

Demonstrates proficiency in professional and technical skills/and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

#### **Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

#### **Ethics, Values, and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

#### **Work Quality**

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

#### **Organizing and Planning**

Establishes courses of action for self, can influence others to ensure that work is efficient. Appropriately sensitive to real restraints on time and resources. Willing to take a risk.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A degree or certificate in Project Management, Accounting, Business, Public Administration, or related field;
- Three years in procurement or contract administration;
- Experience or training in project management; or
- An equivalent combination of training and experience that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification

### **SPECIAL REQUIREMENTS**

None

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is constantly using hands in conjunction with frequent finger use and typing, 10-key and this typing may be repetitive up to frequently. Constantly sits up to 2 hours at a time and seldom will stand and walk. Will frequently reach up to chest level with hands and arms to work at desk. The employee will occasionally lift to 10 pounds.

### **WORK ENVIRONMENT**

Work is normally performed in an office environment. The position requires morning discussions, is subject to frequent interruptions, and uses in-person and virtual platforms for meetings and daily communications. Incumbent may be permitted hybrid telework schedule upon request.

### **ADVANCEMENT POSSIBILITIES:**

#### **Project Specialist II**

#### **Finance Manager, Procurement**

Depending on education, training, and experience.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR

Latest Revision: August 2022

