

KING COUNTY LIBRARY SYSTEM  
Job Description

Title: **Procurement & Contracts Specialist II**  
Dept.: **Finance**  
Reports to: **Finance Manager-Procurement & Contracts**  
Effective Date: **November 2022**

Job Code Number: **10143**  
Grade Number: **16**  
FLSA Status: **Non-Exempt**  
Union: **Non-represented**

General Position Summary:

The Procurement & Contracts Specialist II is part of a collaborative team that provides procurement and contracting support to projects and systems across the organization. Responsible for supporting and/or coordinating, assigning, and completing system-wide projects, contract/agreement documentation, and other procurement needs. Manages the procurement department workflow to ensure deadlines are met and works in partnership with all KCLS departments.

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. Provide support and guidance regarding all procurement types, including but not limited to, requests for proposal, quotes, bids, purchase orders, credit cards, and online store purchases.
2. Write and execute various proposal and contracting documents as part of the procurement process.
3. Analyze, develop, standardize, and oversee procurement business practices, policies, processes, workflows, templates, forms, and web pages.
4. Coordinate with the Finance department to ensure projects are within State Regulatory Rules and in compliance with contracting, accounting, and purchasing policies and procedures.
5. Monitor and manage the vendor and contract management tool, including data retention requirements, document storage and retrieval, and reporting.
6. Maintain signature authority information for the KCLS Procurement Policy and ensure integrity with documentation, including signed signature authority forms.
7. Track and monitor all KCLS procurements (e.g., contracts, leases, subscriptions) from initiation to closeout including, providing project schedules and financial updates to management, reconciling billing to financial systems, resolving discrepancies and complaints, and reporting on short and long-term financial encumbrances.
8. Respond to internal and external inquiries through email, the KCLS Help Desk, and the Purchasing mailbox; troubleshoot and provide information to organizations, staff and the public regarding assigned projects.
9. Work independently on assigned projects; coordinate required KCLS staff, vendors and others involved to successfully complete projects.

10. Collaborate with Facilities management team to initiate, assign and coordinate work projects, processes, and budgeting among the Facilities operational support staff.

Secondary Duties:

1. Respond to incidental emergencies (e.g., urgent procurement needs) that impact KCLS.
2. Work on Finance department projects.
3. Performs other related duties as assigned.

Core Competencies:

**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 about differences.

**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.

**Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and 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 better foster personal success and connections for others.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**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.

Education and Experience:

- Bachelor's degree in procurement, business administration, construction management, facilities management, or related field;
- Five years' experience in public project management or purchasing; or
- Any equivalent combination of education and experience that provides the knowledge, skills and abilities to perform the duties and responsibilities of the classification.
- Strong understanding of accounting concepts, with intermediate knowledge of Microsoft Office suite with an emphasis on Excel skills.

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 and seldom push carts with up to 20 pounds of force.

Work Environment:

Work is performed in a typical office environment. The position is subject to frequent interruptions. Overtime and high volume processing may be required depending on business demands. Incumbent may be permitted hybrid schedule upon request.

Advancement Possibilities:

- Finance Manager – Procurement & Contracts
- Financial & Budget Analyst
- Other Finance department positions, depending on education 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: November 2022