

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Project Specialist – Finance**

Dept.: **Finance Department**

Reports to: **Finance and Purchasing Manager**

Effective Date: **January 2021**

Job Code Number: **10140**

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

FLSA Status: **Non-Exempt**

General Position Summary:

Provide independent coordination of system-wide projects with procurement and contracting responsibilities, and ensures compliance to KCLS procedures and regulatory requirements as part of a collaborative Finance team.

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. Develop the preparation and advertising of RFPs, using effective contract or procurement methods, policies, and procedures; coordinates public pre-bid/pre-proposal meetings; RFP review of panelists; reviews bids/proposals and assures compliance with bid or proposal requirements.
2. Create and compile new contract documents, including drafting unique contract terms and conditions. Ensure that all essential contract documentation is in the procurement contract database, accurate, and complete for audit purposes.
3. Manage work processes documentation.
4. Collaborate with team members and vendors in creating and implementing organizational-wide contracting policies and procedures.
5. Develop and update boilerplate language for ITBs, RFPs, and contracts.
6. Works with subject matter experts to edit scopes of work, technical specifications, and other solicitation/contract documents for clarity and consistency.
7. Works with legal counsel to update and maintain contract templates.
8. Assist and train staff in the requirements and regulations concerning the procurement process.

Secondary Duties:

1. Participate in the setup and maintenance of new financial systems.
2. Provide backfill for the Finance Manager as necessary.
3. Participates in training others as needed.
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.

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.

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.

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.

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.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

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 typical way of obtaining the knowledge, skills, and abilities outlined below is:

- Obtaining a Bachelor's degree or equivalent in Construction Management, Accounting, Business or Public Administration, or related field.
- Three years in contract administration.
- Experience or training in Project Management.

- Experience or training in procurement and contracts.

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, or on site within KCLS branches. The position requires early AM discussions, and is subject to frequent interruptions.

Advancement Possibilities:

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