

Snohomish County 911
Class Title: Purchasing Coordinator
Effective Date: 12-16-2020
Revised: n/a



General Nature & Scope of Work

Under the direct supervision of the Director of Finance and Human Resources, the job emphasis for the Purchasing Coordinator is on performing procurement of supplies, materials, equipment, and services. The work includes obtaining quotes and completing purchases within established limits and guidelines, creating purchase orders and assisting with the development of specifications for and the purchase of specific items, and publishing and administering request for proposals (RFP) processes. The work involves complex technical and clerical work related to purchasing supplies, materials, equipment, and contract maintenance. The work includes drafting specifications, scopes of work and change orders. This position leads the formal bids processes and educates other personnel on procurement process. The work is governed by rules, policies, and procedures with general supervision. In addition to procurement and administrative support the job necessitates advanced level administrative support in creating reports, documents, and presentations in various formats for presentation and publication via the SNO911 web-page, email, or other platforms. This is an FLSA non-exempt position.

Essential Functions of the Job

- Prepare purchase orders and track them through the approval process.
- Prepare, issue, and evaluate information solicitations
- Draft professional communications (letters, memos, presentations) in representation of project and agency needs.
- Draft specifications, scopes of work, amendments and change orders that comply with procurement and contracting rules.
- Prepare and issue Requests for Proposals, Requests for Qualifications, and formal sealed bids for a range of supplies and services, including public works improvements, construction projects, architectural services, engineering services and other professional services and contracts.
- Acts as the lead during the bidding process and assist in the writing of specifications, identifying sources, contacting potential bidders, fielding questions during the bidding phase and evaluating proposals.
- Evaluate bids and proposals and recommend award according to established guidelines; participate in negotiations of pricing and terms.
- Originate and finalize competitive solicitation documents; prepare and finalize contracts for long-term agreements; prepare invitations for bids, proposals, quotes, or other documents.
- Receive, examine and process requests into purchase orders; follow-up and expedite delivery of purchase orders.
- Perform market research to better understand market conditions and appropriate pricing for site work and site-related rents and other fees
- Research and follow-up; validate market data, and assist with contract renewals and extensions.

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- Research, review, and compile information relating to a variety of procurement issues and projects.
- Research cost and best source data; contact vendors and suppliers regarding prices, availability and terms.
- Research and resolve problems, errors or discrepancies with purchase orders, contracts, authorization, or other transactions; coordinate with other personnel as needed.
- Assist with expediting purchases; process required documentation; obtain signature or authorization and contact vendors regarding shipping delays.
- Communicate and coordinate with other public agencies regarding existing contracts, cooperative purchasing, vendor sources, and common purchasing methods and procedures.
- Assure agency compliance with applicable state and federal purchasing and contracting laws, codes, guidelines, policies and procedures, legal advice and generally accepted public practices related to securing goods and services.
- Create and maintain a variety of records including inventory, purchasing, and issuance of materials and supplies
- Provide expertise and guidance and educate department personnel on purchasing policies and procedures, including RFP processes.
- Maintain records in compliance with the local government records retention schedule.
- Prepare regular reports based on attending team meetings and other input
- Work with other departments to publish materials via SNO911 web-page and other platforms as assigned
- Assist in scheduling and coordinating meetings, presentations and compiling meeting summaries and action items
- Draft professional communications (letters, memos) in representation of project and agency needs.
- Draft and maintain process documents that outline agency guidelines
- Centralized past competitive bids and incorporate into established processes
- Other related duties as assigned.

Knowledge, Skills & Abilities

Knowledge of:

- Applicable local, state and federal laws regarding public procurement.

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- Procurement principles and best practices, negotiations and techniques as related to local government purchasing.
- Basic knowledge of accounting and budgeting
- Advance knowledge of cost and price analysis
- Contract development, administration and legal requirements.
- Vendor sourcing, market condition and price trends.

Skill Level:

- Strong negotiations skills.
- In-depth cost and price analysis abilities
- Advanced communication skills including written and verbal communications
- Customer focused interpersonal skills
- Intermediate to advanced level Microsoft Office programs – Word, Excel, Outlook, PowerPoint
- Intermediate to advanced level Adobe programs – ADOBE DC/PDF
- Problem-solving and conflict resolution
- Critical thinking and analytical skills

Ability to:

- Problem solve and perform analysis, manage projects and make timely and quality decisions
- Perform challenging tasks efficiently and effectively
- Create and maintain complex spreadsheets and documents
- Adjust to changing priorities and handle multiple tasks simultaneously with attention to detail
- Establish and maintain effective working relationships with staff and vendors
- Work independently and meet deadlines
- Assimilate key information from multiple sources into a format that can be utilized and understood by a wide variety of audiences
- Create written documents that reflect requirements
- Evaluate bids and recommend the most cost effective course of action;
- Read, interpret and apply policies and laws and regulations related to procurement
- Represent the agency in a professional environment

Education & Experience

Any combination of education and related experience sufficient to provide the requisite knowledge, skills and abilities.

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- Bachelor's Degree in business administration, purchasing or a related field, AND
- At least five (5) years' experience with procurement and contract administration work involving the preparation of specifications, proposals and cost analyses
- Certified Purchasing Manager or Certified Public Purchasing Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) or related certification

Physical Demands and Working Conditions

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to changing priorities and demands.
- While performing the duties of this job, the employee is frequently required to sit and use a keyboard.
- Travel by various modes of private and commercial transportation within the region may be required.

The statements contained in this class specification reflect general details as necessary to describe the principle functions of this class, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.