



CITY OF RIDGEFIELD
Invites applications for the position of:

PROCUREMENT SPECIALIST

An Equal Opportunity Employer

SALARY RANGE: \$4,816-\$6,341/month (2020 Wages)

CLOSING DATE: *OPEN UNTIL FILLED.* First Review November 26, 2019.

POSITION DESCRIPTION:

The Procurement Specialist reports directly to the City's Finance Director. The person in this position performs a variety of moderately complex purchasing and contract administration functions including:

- Procure materials, supplies, commodities, equipment and services. Confers with other departments on purchasing needs and bid specification requirements.
- Research vendors and contractors to determine alternative sources, types of materials, supplies and methods and availability, quality, and price of products or services.
- Analyze and evaluate the cost, quality and suitability of supplies, services, materials and equipment following established guidelines.
- Interact with other City employees, vendors and contractors regularly to coordinate services and implement strategic improvements for increased efficiencies.
- Manage the competitive bid process from specification development through award. Monitors and evaluates contract compliance.
- Manage state and federal grant agreements.

Procurement Specialist is a full time, regular, non-exempt position with a regular work schedule of 40 hours per week. The position is covered under the terms of the collective bargaining agreement between Teamsters Local 58 and the City of Ridgefield.

EMPLOYEE BENEFITS:

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Other benefits include an Employee Assistance Program, long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

QUALIFICATION REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

1. A Bachelor's Degree from an accredited college or university with a major in a field related to business administration, economics, purchasing, marketing or accounting.
2. Two years of responsible experience in purchasing and vendor contracts or related field, with experience in the public sector preferred.
3. Knowledge of governmental procurement concepts and practices.

Individuals are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and

maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

HOW TO APPLY:

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

Application materials may be submitted via electronic mail, regular mail or hand delivery. Your completed application should be directed to:

**Lee Knottnerus
City of Ridgefield
PO Box 608
230 Pioneer Street
Ridgefield, WA 98642
Lee.Knottnerus@ci.ridgefield.wa.us**

More information and application forms are available on the City's website at www.ridgefieldwa.us or by calling 360-887-3557.

The City of Ridgefield is an Equal Opportunity Employer.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.