



CITY OF RIDGEFIELD
Invites applications for the position of:

PROCUREMENT COORDINATOR

An Equal Opportunity Employer

SALARY RANGE: \$5,224 - \$6,879/month

CLOSING DATE: *OPEN UNTIL FILLED.* Next Review August 5, 2021

THE COMMUNITY

Located in northern Clark County approximately 10 miles north of Vancouver, WA and 14 miles north of Portland, OR, Ridgefield is a rapidly growing community - the fastest growing in Washington State. The City encompasses nearly seven square miles, has a population of approximately 11,500, and offers a great community to live and work:

- Ridgefield's rolling hills, the picturesque Ridgefield National Wildlife Refuge, and historic downtown create a welcoming small town feel.
- The area offers an outstanding quality of life with affordable housing, excellent schools, extraordinary outdoor recreation opportunities, a rich history, a mild climate, wineries, unique shopping, restaurants, and much more.

This is a challenging and rewarding professional career opportunity for an experienced procurement professional to work with a dedicated team and make a difference in an active community.

POSITION DESCRIPTION:

The Procurement Coordinator 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 Coordinator is a full time, regular, exempt position with a regular work schedule of 40 hours per week.

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, finance 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.
4. Knowledge of procurement software systems, such as ProcureNow preferred.

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.

The Application for Employment can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

The final candidate will be required to successfully complete an interview process and background investigation including a credit check.

More information about the Finance Department and job opportunities are available on the City's website at www.ridgefieldwa.us or by calling Human Resources at 360-887-3557.

The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, to stay and do their best work. Together, we will strive to create and maintain a working environment that is inclusive, equitable and welcoming and able to provide the best possible services for our community.

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.