



Skagit Transit is hiring a Procurement and Contracts Coordinator

Skagit Transit is the municipal agency that provides public transportation for people who live and work in Skagit County and surrounding communities. Services include bus routes, paratransit, vanpools, and active community partnerships. ***Our mission is to enhance the quality of life in our service area by excelling in the efficient and effective provision of safe and reliable, and attractive public transportation services by courteous and professional employees.*** Please visit our website at www.skagittransit.org for more information.

Duties and Responsibilities

Responsibilities include but not limited to:

- Plans, prepares and manages the development of the Agency's Procurement Program; develops, identifies, recommends, and implements policies and procedures for procurement purposes; ensures program is in compliance with State and Federal rules and regulations;
- Develops and implements procurement project activities from concept to completion. Prepares and distributes requests for proposals, invitations to bid, and other solicitation documents related to the purchase of supplies, equipment, and professional services.
- Serves as consultant to other departments in procurement of services and materials, including investigating markets, researching scope and specifications, contract development and administration.

Qualifications

Bachelor's degree in business administration or closely related field and a minimum of five years purchasing experience. Procurement experience in a public sector environment is preferred. Job-related certification and/or experience demonstrating competency and knowledge of the principles and practices of purchasing may be substituted for the educational requirement.

Salary and Benefits

- Hiring range: \$59,488 - \$64,646
- Medical, Dental, Vision, and Life Insurance
- General leave and paid holidays
- 401(a) qualified and 457 deferred compensation plans; 125 Flexible Spending Plan

Application Process

Qualified individuals are encouraged to submit a resume and a Skagit Transit application packet to hr@skagittransit.org or Human Resources, Skagit Transit, 600 County Shop Lane, Burlington, WA 98233

Application and job description can be obtained at www.skagittransit.org/careers
First review of applications April 18, 2018. Recruitment open until filled.

Skagit Transit is an Equal Opportunity and Drug Free Business

APPLICATION FOR EMPLOYMENT



SKAGIT TRANSIT

600 County Shop Lane | Burlington, WA 98233

POSITION APPLIED FOR:

Directions: Print or type all requested information. Do not submit a resume in lieu of completing any portion of this application. An incomplete application may delay action or disqualify you.

If you have a disability that requires assistance and/or reasonable accommodation with the job application process, please contact Human Resources at 360-757-1355.

Name (Last)	(First)	(M.I.)
Address (Street)	(City)	(Zip)
Phone (Home)	Phone (Work)	Phone (Cell)
Email Address	Applying for:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary

1. Are you a U.S. citizen or are you eligible for lawful employment in the U.S.?	Yes	No
2. Do you possess a valid Washington State Drivers License? License Number: _____	Yes	No

TYPE OF SCHOOL	NAME & LOCATION	MAJOR SUBJECT	MARK # YEARS COMPLETED					GRADUATE Yes or No	
			9	10	11	12	GED	Yes	No
HIGH SCHOOL								Yes	No
COLLEGE			1	2	3	4		Yes	No
COLLEGE			1	2	3	4		Yes	No
GRAD SCHOOL			1	2	3	4		Yes	No

Military Background: Branch of Service: _____ Date In: _____ Date Out: _____

OTHER RELEVANT COURSES AND TRAINING	NAME & LOCATION OF INSTITUTION	DATES ATTENDED
		Date In: _____ Date Out: _____
		Date In: _____ Date Out: _____
TRADE, OTHER MILITARY		Date In: _____ Date Out: _____

PRO. LICENSES OR CERTIFICATES	SERIAL NO.	DATE ISSUED	EXPIRATION

WORK HISTORY -----

Beginning with your **present or most recent employment, list your work/experience history for the past 10 years, accounting for gaps in employment** Use additional paper if necessary.

Paid Volunteer Yes No Notify Me First

From (Mo & Yr)	Title or Position You Held	Company Name	Phone	
To (Mo & Yr)	Company Address	City	State	Zip
Total Yrs/Mos.	Primary Duties			
Hours Worked Each Week				
Starting Salary				
Present or Ending Salary	Number of Employees You Supervised:			
	Name and Title of Immediate Supervisor:			
	Reason for Leaving or Considering Change:			

Paid Volunteer Yes No Notify Me First

From (Mo & Yr)	Title or Position You Held	Company Name	Phone	
To (Mo & Yr)	Company Address	City	State	Zip
Total Yrs/Mos.	Primary Duties			
Hours Worked Each Week				
Starting Salary				
Present or Ending Salary	Number of Employees You Supervised:			
	Name and Title of Immediate Supervisor:			
	Reason for Leaving or Considering Change:			

Paid Volunteer Yes No Notify Me First

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Total Yrs/Mos.	Primary Duties			
Hours Worked Each Week				
Starting Salary				
Present or Ending Salary	Number of Employees You Supervised:			
	Name and Title of Immediate Supervisor:			
	Reason for Leaving or Considering Change:			

Paid Volunteer Yes No Notify Me First

From (Mo & Yr)	Title or Position You Held	Company Name	Phone	
To (Mo & Yr)	Company Address	City	State	Zip
Total Yrs/Mos.	Primary Duties			
Hours Worked Each Week				
Starting Salary				
Present or Ending Salary	Number of Employees You Supervised:			
	Name and Title of Immediate Supervisor:			
	Reason for Leaving or Considering Change:			

I certify under penalty of the laws of the State of Washington that answers given are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that should investigation disclose false or misleading information given in my application or interview(s), it may result in disqualification from employment or discharge. I understand that all employees of Skagit Transit are considered at-will employees and may be terminated from Skagit Transit employment at any time with or without notice.

SIGNATURE OF APPLICANT _____ **DATE** _____



The information requested below will be used for the statistical purposes only, as required by the Equal Opportunity laws and regulations. The information requested is **voluntary and confidential**.

Thank you for helping evaluate the effectiveness of our equal opportunity effort.

Name _____

Position Applied For _____

Ethnicity <input type="checkbox"/> HISPANIC or LATINO <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK or AFRICAN AMERICAN <input type="checkbox"/> ASIAN AMERICAN <input type="checkbox"/> NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER <input type="checkbox"/> AMERICAN INDIAN or ALASKA NATIVE <input type="checkbox"/> MULTIRACIAL <input type="checkbox"/> I DO NOT WISH TO SELF-IDENTIFY

Sex Female Male

Are you disabled? Yes No

Are you a veteran? Yes No

How did you learn about this position? Please identify source:

- Newspaper (specify) _____
- Internet website (specify) _____
- Referral (specify) _____
- Worksource Website or Office (specify) _____
- Friend/Relative (name) _____
- Walk-in _____
- Other (specify) _____

**SKAGIT TRANSIT
AUTHORIZATION AND RELEASE OF INFORMATION**

As part of the employment process with Skagit Transit, I _____ authorize release and full disclosure of any and all records pertaining to me to any duly authorized agent of Skagit Transit, whether such records are public, private or confidential.

I give my consent for full and complete disclosure of records from educational institutions; credit reports; employment and pre-employment records, including background reports, performance evaluations, job applications, disciplinary actions taken against me, complaints or grievances filed by or against me, salary records; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and traffic records. I also give my consent for full and complete disclosure of medical information and reports of on/off-the-job injuries/illnesses relating to the ability to perform the essential functions of the position if I have been extended a conditional job offer.

I understand that any information obtained by or developed as a result of this authorization will be considered in determining my suitability for employment by Skagit Transit.

I agree to hold harmless the person to whom this Waiver/Authorization for Release of Information is presented and his agents and employees, from and against claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

I agree to hold Skagit Transit harmless from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of the use or disclosure of any information obtained from those above referenced entities as a result of this Authorization for Release of Information.

I further attest to the truthfulness of all information regarding my medical and on-the-job injury history that I provided to Skagit Transit or its medical provider during the course of my application process and/or employment if I am extended a conditional job offer.

I certify, understand and agree, that the information I have provided contains no willful misrepresentation and that withholding pertinent information or falsifying information provided as part of the employment process including the medical examination, will be grounds for non-consideration, or if employed, will be cause for dismissal.

Signature

Date

Print Name



Position Description

PROCUREMENT AND CONTRACTS COORDINATOR

REPORTS TO: Manager of Finance and Administration
SUPERVISES: No supervisory responsibilities
FLSA STATUS: Exempt
TESTING STATUS: Not safety-sensitive

JOB SUMMARY: Manages the Agency's Procurement Program; performs professional level procurement and special project activities ranging from concept to completion to ensure timely, cost efficient and legally compliant goods and services. Responsibilities including preparing competitive solicitation documents for long-term agreements and/or purchases, and in coordinating committees to evaluate and provide input on specifications, bid evaluations, and contract awards. Provides guidance to Agency management and employees regarding procurement and contracting policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, prepares and manages the development of the Agency's Procurement Program; develops, identifies, recommends, and implements policies and procedures for procurement purposes; ensures program is in compliance with State and Federal rules and regulations;
- Develops and implements procurement project activities from concept to completion. Prepares and distributes requests for proposals, invitations to bid, and other solicitation documents related to the purchase of supplies, equipment, and professional services.
- Facilitates the development of written specifications for equipment and scopes of work for services required to meet the Agency's needs. Reviews draft proposals and specifications submitted by agency staff for content, clarity, and potential problems. Assists staff in selecting the type of procurement and creating the evaluation criteria for the procurement.
- Serves as consultant to other departments in procurement of services and materials, including investigating markets, researching scope and specifications, contract development and administration.
- Schedules, coordinates, and facilitates meetings related to procurement. Conducts pre-proposal and prebid conferences and public bid openings. Assembles data and preliminary information for terms and price and conducts price analyses as required. Coordinates and facilitates the bid/proposal evaluation process.
- Facilitates training of staff and in the implementation of purchasing policies and procedures.
- Maintains appropriate records and files to document procurement activities and purchases.
- Performs other related duties as assigned.

QUALIFICATIONS: Bachelor's degree in business administration or closely related field and a minimum

of five years purchasing experience. Procurement experience in a public sector environment is preferred. Job-related certification and/or experience demonstrating competency and knowledge of the principles and practices of purchasing may be substituted for the educational requirement.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles, methods, procedures and practices of public procurement
- Applicable Federal, State, and Local laws, rules, and regulations, particularly those related to purchasing, procurement, and grants
- Competitive bidding procedures
- Public sector liability issues
- Word processing and spreadsheet application
- Oral and written communication skills, including basic English composition sufficient to compose business correspondence
- Conflict resolution techniques and contract negotiation administration principles and practices
- Modern office equipment operation, practices, and procedures

Ability to:

- Analyze, interpret, and administer contracts, technical specifications, and governmental regulations
- Manage and/or facilitate projects and meetings
- Organizing and maintaining records systems
- Prioritize and handle multiple projects and/or tasks simultaneously
- Purchase materials, equipment, supplies and service in a cost effective manner
- Communicate in English both orally and in writing
- Establish and maintain effective and cooperative working relationships
- Prepare accurate and timely records and reports
- Business technical writing and advanced math
- Operate modern office equipment
- Operate ten-key calculator by touch
- Using personal computers and office software including word processing, spreadsheets and database programs in a Windows-based operating environment
- Work independently with minimal supervision
- Process financial information in accordance with state and federal regulations and Agency policies

PHYSICAL REQUIREMENTS:

Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines, hear and speak clearly and distinctly to answer telephones and to provide information; lift, carry and/or move objects weighing up to 50 pounds. Must be able to read a variety of printed or handwritten materials including regulations, reports, and/or forms.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or computer terminal with some standing and walking within the office area. Incumbents are subject to noise from office machines; duties may involve some travel to other locations to conduct work.

SPECIAL REQUIREMENTS:

