



Appointment Type: Non-Permanent
Working Time: Full Time
Reference Code: 19243e2
Opening Date: 10/21/2009
Closing Date: 10/27/2009



Contracts Specialist 2

\$42,588 to \$55,836 per year (DOQ)

Agency Information

At the Washington State Department of Personnel, we believe people make the difference in delivering excellent services to citizens.

With just over 200 employees, the Department of Personnel offers central human resource services and leadership to state government organizations. We help state organizations improve their working environments, train their people, develop future leaders, and increase their performance and much more. We are all about building the very best state workforce - because people deliver public-sector excellence.

We accomplish these services through our five core values: INNOVATIVE, RESPECTFUL, ENGAGED, CREDIBLE AND BALANCED.

Legal Affairs Division (LAD) advises and consults with state agencies on critical workforce management issues. LAD services include:

- * Development and interpretation of civil service rules
- * Affirmative Action policy and planning consultation
- * Diversity and outreach consultation

In addition, LAD:

- * Carries out the requirements of the state Public Records Act, handling all public disclosure requests for agency documents.
- * Provides staffing support to the Personnel Resources Board which resolves certain types of personnel issues in state agencies.
- * Provides support to the Personnel Resources Board in any appeal process.
- * Directly supports the Department of Personnel in the areas of risk management, legislative affairs and emergency preparedness.

Duties

****PLEASE NOTE:** That this is a nonpermanent position for a period of up to seven months**

This position reports to the Department of Personnel (DOP) Contracts Administrator. As the Contracts Specialist you will be developing and managing customer contracting processes from start to end. This position will perform professional acquisition, contract development and administrative responsibilities. Assist in preparing and negotiating acquisition

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documents, contracts, agreements, and other contract-related documents to provide or obtain goods and services. This position also supports other acquisition and contract activities throughout the agency.

Qualifications

Minimum Requirement:

1. An Associates of Arts degree involving studies in business administration or closely allied field.

Alternate equivalent qualifications may be considered on a case-by-case basis.

Additional Requirements:

- * Two years of professional experience within Washington state government negotiating, administering or terminating contracts, or performing contract compliance administration.
- * Demonstrated skills to communicate effectively with individuals and groups.
- * Ability to work both as a team member and as an individual to complete work assignments.
- * Demonstrated ability to multitask in a fast-paced environment to meet expected deadlines.

Additional qualifying experience performing professional contracting services within the state of Washington may be substituted, year for year, for the required education.

Special Notes

Working Conditions:

Ours is a culture where inclusiveness and growth are encouraged and achievement is recognized.

PLEASE NOTE: This position is open until October 27, 2009 at 5:00 p.m. The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. It will be to the applicant's advantage to submit materials no later than October 27, 2009 to be considered.

This is a full-time non-permanent position located in Olympia, Washington and is considered overtime exempt. Local travel may be required to provide services, be present at client meetings, trainings and/or conferences. Use of a personal vehicle is necessary when a state motor vehicle is not available.

In addition to salary, the State of Washington offers an excellent benefits package, which includes: vacation, holiday and sick leave; health, dental and prescription care plans; and other available benefits including life insurance, deferred compensation, a flexible spending account, and a retirement plan.

Other Information

Log into careers.wa.gov and enter *19243* to search for the job posting. Click on the button labeled "Apply" at the top of the job posting. If you are interested in being considered for this position, please ensure that your complete profile has been entered by 5:00 p.m. on the closing date of October 27, 2009. Candidates who wish to be considered please attach a cover letter and resume within the appropriate sections of the applicant profile. While not required, applicants are encouraged to complete the remainder of the applicant profile.

For questions about this recruitment or for a copy of the position description please send e-mail to: hroffice@dop.wa.gov.

Persons with a disability, who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll-free (877) 664-6260 or Telecommunications Device for the Deaf (360)

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664-6211.

Please Note: A screening process will be used for each position to narrow the list of candidates receiving final consideration.

The State of Washington is an equal opportunity employer. The Department of Personnel actively supports diversity in the workplace. We encourage you to complete the optional 'Diversity Questionnaire' tab in your application. Although it is not required, this information will assist in ensuring equal employment opportunity and will be kept confidential to the extent permitted by law.

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