

State of Washington Department of Printing

Direct Employment Opportunity

Job Title:	Contracting Program Manager
Appointment Type:	Exempt
Monthly Salary Range:	\$4,542 to \$5,958 - DOE
Benefits:	Medical/Dental/Life Insurance Paid Vacation and Sick Leave 11 Paid Holidays State Retirement Deferred Compensation Available
Posted:	April 27, 2008
Closing Date:	Open until further notice. NOTE: Applicant screening begins immediately. The hiring authority reserves the right to make a hiring decision at any time.
Location:	Department of Printing, Tumwater

Contracting Program Manager

Do you have an entrepreneurial spirit? You can help build a solid business operating within Washington State Government at the Department of Printing where we operate as a business and receive no direct funding.

The Department of Printing is recruiting to fill the position of Contracting Program Manager. This position is a non-represented position and FLSA exempt. The Department of Printing is exempt from the Washington State Civil Service rules.

The Public Printer, established by law during the first session of the Washington Territorial Legislature in 1854, was selected by the Governor and commissioned to do all the printing and binding for the state and its various departments. In 1933, a law was enacted that created the Department of Printing as a state agency. The Revised Code of Washington authorizes the Department of Printing to enter interlocal agreements and perform printing and related services on behalf of political subdivisions such as cities, counties, and school districts. Today, the Department of Printing operates a number of Copy Centers in Thurston County and oversees contracts with private firms to provide low-cost copy services across the state.

The Department of Printing continually strives to find innovative solutions to the printing and document distribution challenges its customers face. The agency is dedicated to reducing costs, increasing quality and improving services as it serves the citizens of Washington State.

POSITION PROFILE:

The Contracting Program Manager reports to the Assistant Director, Customer Services and works with both internal and external customers. This position provides professional level acquisition and contracting expertise. The Contracting Program Manager promotes the success of the Department of Printing by performing the following duties:

- Acts as a consultant to agency executives on the strategy and approach for acquisition and contracting activities; recommends and oversees implementation of appropriate contracting and procurement policies and procedures.
- Represents the agency on cross-government committees, assisting in the development of effective procurement strategies for the state and influencing statewide procurement and contracting policies;
- Identifies potential impacts of statewide initiatives, programs, or policy changes and keeps agency executives apprised of potential business impacts of those changes.
- Oversees acquisitions for: printing services, supplies, equipment, technology, professional consulting services and products;
- Prepare, develop, and maintain appropriate solicitation and acquisition documents including: Request For Proposals, Quotations, and other RF(x)'s; contract terms and conditions with all supporting schedules and exhibits; pricing models and data submission forms; all evaluation models and scoring documents, and contract performance requirements.
- Performs professional writing services in preparation of technical materials, including contract performance requirements, and contract specifications; develops background material through reading, review, and research, as well as participation in interviews and group discussions with business and technical experts.
- Arranges for or performs analysis of proposals and coordinates evaluation of bids with technical and business staff; obtains necessary signatures of parties to agreements; coordinates termination of agreements, contracts, amendments, etc., as necessary; maintains official contract files and documentation.
- Maintains contract data tracking tools and procedures; recommends and implements new contracting tools or mechanisms to improve customer outcomes and/or improve productivity.
- Responsible for understanding and incorporating applicable regulations, policies, and procedures related to procurement, contracting, and other agreements, using knowledge of basic contract legal requirements, contract principles and applications; contracts terminology, practices and procedures; State and Federal laws and regulations governing the award and administration of contracts and procurement.
- Assures compliance with the terms of contracts and resolves problems concerning the obligations of either the State or vendors; settles contractor claims;
- Performs professional level contract administration; doing negotiation and preparation of complex contracts, interagency agreements, leases and letters of understanding, coordinating with business areas and customers.
- Advise department offices and customers on contract terms and conditions.
- Acts as the agency Public Disclosure Officer; understands public disclosure requirements and responds to requests as necessary.

- Supervises one full-time Contracts Specialist, one full-time Print Management Technical Specialist, and one full time Purchasing Supervisor; may also supervise temporary or project staff in contracts area.
- Maintain and support the highest standard of personal, professional, and ethical conduct.

REQUIRED POSITION QUALIFICATIONS:

- Bachelor's degree involving major study in business administration, public administration, business law, technical communications, or related field
AND
- Four (4) years experience in negotiation, writing, administering or terminating government contracts, contract cost/price analyses or contract compliance administration.
- Two (2) years supervisory responsibilities with purchasing or contracting staff.
- A Master's Degree in one of the above academic disciplines may be substituted for one (1) year of experience.
- A law degree from an accredited university or college approved by the Washington State Bar Association may be substituted for two (2) years of experience and the required education.
- Eight (8) years of experience in administering government contracts, cost/price analyses, and supervising contract compliance administration may be substituted for the required education.
- Highly proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook or comparable office technology;
- Ability to communicate verbally in an effective manner and work collaboratively with diverse groups and across divisional work teams;
- Ability to write clearly and concisely. Prepare final copy written reports, articles, and documents that are clear and logical as well technically accurate.
- Ability to speak in front of and make professional presentations to diverse groups;

Additional Required Knowledge, Skills, and Abilities:

Knowledge of:

- Basic contract legal requirements, contracting principles and applications, contract terminology, practices and procedures.
- State and Federal laws and regulations governing award and administration of contracts, negotiation techniques and principles.
- Techniques of technical writing, editing, and composition.
- English grammar, punctuation, spelling and diction.
- Principles of total Cost of Ownership, Strategic Sourcing, Performance Contracting, Project Management, contract law.

Ability to:

- Write clearly and concisely; prepare final copy written reports, articles, and documents that are clear and logical as well as technically accurate.
- Tie contracting documents, schedules, and exhibits together with integrity; interpret contract terms and conditions and legal requirements; deal with representatives of business; obtain timely delivery of goods and services at the most reasonable prices; coordinate contract negotiation work with efforts of other agencies, departments, and staff in need of services.
- Perform professional level project management, analyze and interpret complex data, clearly articulate and document project direction, approach, and purpose.
- Be creative and innovative in problem solving and information gathering, work collaboratively with all levels of customers, vendors, and agency staff.
- Conduct effective, efficient meetings with clear verbal communication and concise presentations.

The preferred candidate will possess Certification as a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) from the Universal Public Purchasing Certification Council or equal certification.

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS:

Background inquiries of convictions and pending criminal charges shall be completed on applicants prior to the appointment to positions at the Department of Printing. Information obtained from background inquiries will not necessarily preclude employment but will be considered in determining the applicant's character; suitability, and competence to perform in the position and may result in a denial of employment. Applicants will be required to sign a release authorizing the background inquiry at the time of the interview.

Educational credentials will be verified prior to job offer.

If claiming Veteran's preference, applicant must submit a copy of DD-214 form.

The work location is a manufacturing environment and there is exposure to ink, chemical fumes, and airborne particles such as paper dust and drying powder. It is a fast paced environment subject to many schedule and priority changes, as well as short notice activity. May be required to work extended hours in order to meet deadlines. Must be able to work in a non-smoking environment. Work area may have fluorescent lighting and air conditioning.

APPLICATION PROCEDURE:

Individuals interested in applying for this position should submit the following to jobsatstateprinter@prt.wa.gov. Please reference the position title in the subject line of your E-mail submission. Application evaluation will be ongoing and it will be to the applicant's advantage to submit materials as soon as possible. Only electronic submissions will be accepted.

1. A detailed letter of interest that specifically addresses the required and desired qualifications as stated above.

2. Current resume that includes the names of employers, dates of employment, relevant experience, and education. Please account for any gaps in employment.
3. Responses to the Questionnaire below.
4. A list of at least three professional references, including at least one supervisor.
5. If claiming veteran's status, please submit a copy of your DD-214 form.
6. [Voluntary Applicant Profile Data Form](#)

Incomplete application packages will not be considered and will disqualify the applicant from the selection process.

NOTE: *Electronic applications do not require a signature.* When submitted electronically, you are confirming that all information is true and complete.

The Washington State Department of Printing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities, and persons over 40 years of age to apply. Applicants wishing assistance or alternative formats should contact Lynley Berry at (360) 570-5068, LynleyB@prt.wa.gov, or TDD (360)570-5069.

Questionnaire:

In a separate document, please respond to the following questions. Number your responses to correspond to the questions below. **Only applicants who follow the directions and complete the Questionnaire in full will have their response reviewed for consideration.**

1. Have you ever been involved with a complex acquisition aimed at serving multiple or diverse customers for a product or service unfamiliar to you? What were your biggest challenges and how did you overcome them? What were you able to accomplish?
2. Describe a controversial or high-risk contract or acquisition you have led. Describe your experience with litigation or other conflicts concerning a contract or acquisition. What was the end result and how were you able to move forward?
3. Unlike most state agencies, we do not receive general funding. Therefore we need to operate more like a private business and move and get results quickly. Describe your experience streamlining business processes within the procurement arena.