



Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 ▪ www.QuilCedaVillage.org

Quil Ceda Village
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JOB TITLE: Procurement Manager

PAY RANGE: \$37.56-\$56.34

DEPARTMENT: Administration

JOB DESCRIPTION: Under the direction of the City Administrator, the Procurement Manager is responsible for overseeing municipal purchasing activities in accordance with applicable laws, regulations, and internal policies. This position plays a critical role in ensuring strategic acquisition of goods and services that support the Village's operational objectives, while promoting fiscal responsibility, transparency, and risk mitigation. The Procurement Manager leads efforts to secure favorable pricing and contract terms, provides expert guidance to departments on procurement procedures, maintains accurate compliant procurement records, and fosters efficient supplier relationships that align with the Village's long-term goals and standards of excellence.

TO APPLY: Download and complete the application form located on the Quil Ceda Village website: <http://quilcedavillage.org/Employment>. Completed applications may be delivered, mailed, faxed or e-mailed to the HR department. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5000.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYMENT CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: City Administrator

EMPLOYEE SUPERVISOR: N/A

EDUCATION:

- Bachelor's Degree in Business, Finance, Or Related Field - Required

SKILLS:

- Demonstrated knowledge of the principles, practices, and techniques of public sector budgeting, recordkeeping, and procurement, including formal bidding procedures
 - Proficient in negotiation, mediation, and conflict resolution strategies as they relate to contracting and procurement activities
 - Strong verbal and written communication skills, with the ability to draft clear, professional business correspondence and effectively communicate with internal and external stakeholders
 - Highly detail-oriented with excellent organizational, documentation, and records management skills
 - Comprehensive understanding of contract development and procurement processes, with working knowledge of Tribal, federal, state, and local laws, codes, regulations, and grant compliance
 - Ability to interpret and follow complex written and oral instructions with accuracy and efficiency
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- Committed to maintaining the highest level of confidentiality and discretion in handling sensitive procurement and organizational information

EXPERIENCE:

- Minimum of Four (4) years progressive responsible experience in procurement and contract management, including IFBs, RFPs, and RFQs
- Minimum of Four (4) years' experience in contract negotiations, contract management, and procurement compliance

OTHER REQUIREMENTS:

- Demonstrated experience in developing, implementing, and adhering to procurement policies and contract procedures specific to Tribal Gove
- Possession of a valid Washington State Driver's License, access to a reliable vehicle, and current proof of insurance
- Knowledge of local, county, state and federal tax policies with regards to Tribal entities
- Familiarity with applicable state, federal, local, and tax policies as they pertain to Tribal entities
- Ability to accurately classify, record, and maintain numerical and procurement-related data
- Experience with reconciling and auditing purchasing statements for accuracy and completeness
- Employment is contingent upon successful completion of a pre-employment background check

PHYSICAL CHARACTERISTICS AND/OR PREQUISITES:

- Manual dexterity sufficient to operate a computer keyboard and other standard office equipment
- Ability to hear and speak clearly to exchange information in person and over the phone
- Capacity to sit or stand for extended periods while performing job duties
- Visual acuity sufficient to read printed materials and computer screens
- Ability to bend, kneel, reach overhead, crouch, or horizontally as needed in an office environment
- Ability to lift and carry up to 35 lbs. occasionally

SPECIFIC JOB PERFORMED:

- Develops and prepares formal and informal solicitations, including but not limited to, Invitations to Bid (ITB), Requests for Proposals (RFPs), Requests for Quotations (RFQs), and Expressions of Interest (EOIs), including drafting specifications, instructions to offerors, and contract terms and conditions
- Reviews departmental budget and purchasing needs, prepares complex technical specifications, and conducts related research and value analysis to support solicitation development
- Prepares and issues announcements for competitive bid solicitations, including formal sealed bids, informal proposals, sole-source justifications, and other procurement types
- Serves as the primary liaison for vendor and supplier credit applications, coordinating with Legal and Finance Departments to initiate or update records
- Conducts pre-bid and pre-proposal conference(s), conducts public bid opening conferences, and vendor workshops
- Leads bid analysis and evaluation processes, including cost and technical reviews, responsiveness to scope, insurance and bond verification, and due diligence

- Facilitate evaluation meetings with departments to ensure alignment with specifications
- Enters purchase order requests, payment requisitions through financial software after ensuring compliance with policies and procedures
- Ensure adherence to departmental standard operating procedures and contributes to their development and continuous improvement to enhance efficiency and effectiveness
- Operates office equipment to conduct procurement, attend training and professional development to maintain current knowledge and skills
- Maintain utmost confidentiality of all department information both written and verbal
- Supports continuous process improvement by reviewing procurement policies, procedures, and systems
- Identifies opportunities to streamline procurement functions
- Provides leadership and direction on knowledge management systems related to document retention, policies, standard operating procedures, and externally and internally facing training. This may include management of a SharePoint site or other knowledge management tools for managing procurement documentation in compliance with County policies
- Develops a system for tracking and assessing procurement planning and forecasting, tasks in the procurement process, and performance of large strategic goals and objectives of the department
- Provides leadership in knowledge management, including document retention, policy, and SOP development and training related to Procurement
- Develops system to track procurement planning, forecasting, and performance metrics aligned with departmental strategic goals
- Manages vendor relationship and communications throughout the procurement life cycle, including Q&A, amendments, clarifications, negotiations, and final award
- Conducts training and informational sessions for internal stakeholders and external vendors on procurement policies
- Prepares and distributes periodic reports on procurement activities and outcomes
- Perform other related duties as assigned

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, and special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.