

# EVERGREEN

## The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: [www.evergreen.edu/employment](http://www.evergreen.edu/employment)

Email: [jobline@evergreen.edu](mailto:jobline@evergreen.edu)

Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

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Bulletin 2011-018LU

Opens: April 29, 2011

Review of completed applications begins: May 18, 2011

Review is ongoing and this position may close at any time after the review of applications begins.

## PURCHASING & CONTRACTS MANAGER

### SPECIAL NOTE

There is currently one full-time Purchasing & Contracts Manager position available on the Olympia campus of The Evergreen State College. This position reports to the Director of Business Services and is an "at-will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements.

### COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, graduate programs, and several public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

### POSITION PURPOSE

Under the direction of the Director of Business Services, the Purchasing & Contracts Manager is responsible to manage the procurement of all supplies, equipment and services for the College, which includes managing the solicitation, negotiations and awarding of purchase orders, agreements and contracts. Manage the preparation, review, negotiation, administration and termination of contracts, agreements, leases and letters of understanding in which the college may enter. The position requires organizing and supervising the assigned purchasing staff in the day-to-day purchasing operations, as well as setting long-range goals and objectives for Purchasing & Contracts. The Purchasing & Contracts Manager collaborates with other areas on campus to assess their requirements for goods and services and to assure the College receives full value for every dollar expended; acts as liaison with external agencies; and is the primary contact with vendors. The Purchasing & Contracts Manager is responsible for the development and implementation of purchasing and contracts policies and procedures necessary to maintain compliance with federal, state, and internal purchasing and contracting regulations.

### COMPENSATION

- Experience and training may be considered in salary placement.
- Salary range is \$5,179 to \$5,956 per month of full-time work;
- A full state benefits package which includes: paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For more information about Evergreen's excellent employee benefits, please visit <http://www.evergreen.edu/payroll/employeebenefits.htm>
- Staff are eligible for a free local bus/transit pass;
- Employees are eligible for the statewide tuition waiver program.

## **DESIRED QUALIFICATIONS**

- Bachelor's degree in Business or related field.
- Five years of progressively responsible procurement experience, of which 1 year must be at the management level, in areas such as bids, quotes, request for proposals, price negotiation, product delivery, product testing and evaluation, and contracts

## **ESSENTIAL JOB FUNCTIONS**

- Manage procurement of supplies, services and equipment for the college.
- Manage the preparation, review, negotiation, administration and termination of contracts, agreements, leases and letters of understanding, including managing and resolving issues that arise during the process such as, disputes, protests, appeals, defaults, excess costs, etc. and representing the college in negotiations with other parties to all contract and agreements.
- Manage the procurement card program.
- Develop procurement procedures and training for College staff authorized to use a procurement card for decentralized purchases; entering purchase requests into the College's automated purchasing system; and contracting for purchased, personal and client services.
- Develop and coordinate procurement and contract procedures for the Purchasing & Contracts Office in the areas of requisition review, creation of product specifications, vendor interviews, solicitation of bids, quotes, requests for proposal, price negotiation, product delivery and product testing and evaluation.
- Act as liaison for the College between inter-institutional Purchasing Managers, the Office of State Procurement, the Office of Financial Management Contracts Services, Correctional Industries, and is primary contact for outside vendors.
- Supervise, train, and evaluate Purchasing & Contracts Office employees.
- Prepare and/or direct the preparation of bids, quotes or requests for proposal documents.
- Provide direction to purchasing staff relating to the appropriate specifications, language and terms and conditions for bids, quotes and requests for proposal.
- Review contracts before they are executed and work with campus staff and outside contractors to assure proper contract documentation. Execute contracts within delegated signing authority.
- Develop and provide training and informational programs to assist requisitioning departments in: the optimum utilization of the automated purchasing system; use of the College's procurement card; and entering into and managing contracts.
- Stay current with major developments in the purchasing/contracting field and maintain contact with national and regional purchasing organizations.
- Coordinate and track new employee relocations, including both self-relocations and common carrier relocations.
- Manage purchasing information and systems, and administering purchasing services
- Assist college departments with sourcing and purchasing of necessary services.
- Budget planning for Purchasing & Contracts Office.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Advanced working knowledge of principles, state and federal laws, administrative code, practices and procedures of purchasing policy and planning, material management, and contracts.
- Advanced working knowledge of contract development and administration.
- Strong leadership and management skills.
- In-depth knowledge of automated purchasing/accounting systems.
- Ability to review contracts documents to ensure full compliance.
- Excellent technical writing, interpersonal communication and presentation skills.
- Ability to maintain effective working relationships and work collaboratively with multicultural diverse groups of suppliers, customers, employees, external organizations, and the public.
- Excellent analytical, conflict resolution and problem solving skills.
- Ability to successfully manage multiple tasks and balance conflicting priorities in a fast paced working environment.

## **CONDITIONS OF EMPLOYMENT**

- As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work, and persons may be required to submit to a background check.
- Successful completion of a criminal background check.

## **APPLICATION PROCESS**

**TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:**

1. A **cover letter** of application that clearly states how you meet the **Desired Qualifications** and that thoroughly describes how your qualifications, training and experience have prepared you to demonstrate **the first five Knowledge, Skills and Abilities statements** listed above.
2. A **resume** which includes a chronological work history that details your education, training and professional experience including months and years in each position.
3. At least **three work-related references** (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms.

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired.

**Materials may be submitted using any one of the following options:**

- ❖ **Email:** [jobline@evergreen.edu](mailto:jobline@evergreen.edu)
- ❖ **Mail:** The Evergreen State College  
Human Resource Services, LIB Room 3102  
2700 Evergreen Parkway NW  
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

**Application materials submitted to the College become property of the College and will not be returned.**

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to [jobline@evergreen.edu](mailto:jobline@evergreen.edu).

Changes and/or modifications to this bulletin will be located on the bulletin board outside of the Human Resource Services Office, Library Building, room 3102 and on our website at:  
[www.evergreen.edu/employment](http://www.evergreen.edu/employment).

**Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.**

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## AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) \_\_\_\_\_

Position: PURCHASING AND CONTRACTS MANAGER - 2011-018LU

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice: \_\_\_\_\_
- An organization publication: \_\_\_\_\_
- Other web site: \_\_\_\_\_
- Newspaper or other publication: \_\_\_\_\_
- Other: \_\_\_\_\_

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

*This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.*

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

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## REFERENCES

Name: (Print) \_\_\_\_\_

Position: PURCHASING AND CONTRACTS MANAGER - 2011-018LU

References: Please print or type: Name, position title, current address and telephone number.

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**(List additional references on separate sheet)**

*"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."*

Comments: \_\_\_\_\_  
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\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**