

## Posting Period

October 16, 2015 –  
Open Until Filled

## Compensation

Starting salary range is  
\$5,200/mo - \$6,759/mo

\*represents min to mid of range. Future  
increases based on performance.

## Benefits

This position offers an  
excellent benefits package,  
including coverage for  
medical, prescription, dental  
and vision.

## FLSA Status

Non-Represented  
(Exempt)

## Department

Contracts & Purchasing

## Reports To

Director, Contracts &  
Purchasing



For question or inquiries, please  
contact the Human Resources  
Department at  
[hr@portoftacoma.com](mailto:hr@portoftacoma.com)



[www.portoftacoma.com](http://www.portoftacoma.com)

## Job Summary

This position has the primary responsibility for the organization's contracting (public works, professional, and personal service) activities, including both pre-award and post-award administration functions. Individuals in this role are responsible for ensuring contract activities comply with Port resolutions, applicable administrative procedures and Federal and state laws. This position will also be responsible for developing contract specifications an assembling bid documents and ensuring that these activities are accomplished in compliance with Federal and State laws and Port to Tacoma policies and procedures. Serves as subject matter experts for compliance with public contracting laws and knowledgeable on industry best practices.

## Essential Functions and Duties

- Responsible for the development and administration of small to large complex public works, professional, and service contracting activities for the organization, including both pre-award and post award contract administration activities. Includes determination of appropriate contracting type, specification and solicitation review, execution of the procurement process, development of the final contract, administration of the contract, and compliance with the contract terms.
- Provides contract document management, change management, and grant management. Coordinates with Finance for reclassification of charges, audits, and asset booking.
- Supports development of Port standards, policies, and procedures relative to personal and professional services as well as public works. Represents Contracts and Purchasing in inter-departmental teams formed to develop standards, policies, and procedures.
- Prepares construction bid packages for public works construction projects. Coordinates specification development and review with Project Managers and Consultants. Drafts, edits, clarifies and finalizes construction specifications in CSI Master format for Public Works projects.
- Provides support and guidance in all functional areas of contract administration for the Port. Advises Directors, Managers, and staff of any concerns related to procurement and administration activities. Advises Port staff of any changes to Port policies or State laws that impact procurement and contract administration activities.

## Required Experience and Education

Minimum education required is as follows: Requires a Bachelor's Degree in business, procurement, contract management, design and construction, public administration, or related fields.

Previous job experience required should include a minimum of five (5) years of procurement, negotiations or contract administration experience for public or private entities. Must have experience working with minimal supervision and meeting multiple deadlines. Experience working effectively with computerized procurement systems is desirable. Must be proficient in the use of personal computers and Microsoft Office.

Professional certification is highly desirable but not required.

# Sr. Contracts Administrator – Recruitment #320

## Ideal Candidate

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The Port seeks candidates who can demonstrate knowledge of contracting concepts, public contract acquisition laws and regulations, uniform Commercial Code, public works construction, procedures and specifications, business systems and desktop software systems and insurance and bonding requirements. The desired candidate will bring a collaborative and team oriented approach to managing people and processes. The Port desires someone who has the demonstrated ability to take initiative with little direction, balanced with the willingness to ask questions and seek collaboration from peers and the broader team. Demonstrated skills in project and contract administration, working in cross departmental teams and in negotiating is required. Successful candidates will have superior written, communication and interpersonal skills, be able to establish workload priorities, balance diverse projects, change priorities if and when appropriate and read and interpret contract language.

This individual must demonstrate a caring customer service attitude, a strong commitment to operational excellence and be able to display behaviors and a commitment to the Port's core values. We value an individual who also brings an impeccable work ethic, is honest and models a high level of integrity. Under the direction of the Chief Executive Officer, John Wolfe, the organization's culture is built on the following values: Integrity, Customer Service, Competitive Spirit, Courage, Sustainability and Collaboration. The Port seeks candidates who can align and model these values both internally and externally and understand what it means to carry out these values in their everyday work.

## Benefits

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As an employer of choice, the Port is proud to offer an excellent benefits package. This includes medical, prescription, vision and dental with no out of pocket employee premiums and full coverage for employee, spouse and all eligible dependents. In addition, the Port also offers vacation, twelve paid holidays, sick leave, bereavement leave, participation in the Washington State Public Employees' Retirement System (PERS) and a Port-funded Voluntary Employee Beneficiary Association (VEBA) account for out-of-pocket health related expenses for employees and their eligible dependents. The Port's excellent benefits package is valued between 45%-55% of base salary. Other excellent benefits are also available.

## Employment Eligibility

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In accordance with the Immigration Control and Reform Act of 1986, all persons offered employment must provide acceptable proof of identity and authorization to work in the United States. Proof will be required prior to employment.

**The successful candidate must possess (or obtain within 30 days of employment) a valid driver's license. Candidate must be able to successfully complete a post-offer substance abuse test (includes both drug and alcohol) and background investigation. Candidate must also be able to obtain/maintain a Transportation Worker Identification Credential (TWIC), which is a program managed by the Department of Homeland Security (DHS). Information on this program can be viewed [here](#).**

## Application Process

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All applicants **must** complete a Port of Tacoma application online at <https://careers.portoftacoma.com>. All applications must be submitted on or prior to the closing date. **Only applications meeting the qualifications based on the information provided may be considered for an interview.**

(The conditions of employment for this position are "At-Will" which means that either the Port or an employee can terminate the employment relationship at any time and for any reason not prohibited by statute. No supervisor, manager or director of the Port, other than Chief Executive Officer, has the authority to alter these employment conditions.)

**THE PORT OF TACOMA IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO PROMOTING AND ENCOURAGING DIVERSITY IN THE WORKPLACE.**

