



# CITY OF SHORELINE, WASHINGTON

## EMPLOYMENT OPPORTUNITY

**POSITION:** Purchasing Officer  
**DEPARTMENT:** Finance Department  
**SALARY:** \$60,372 – \$73,456 with excellent benefit package  
**CLOSES:** Friday, July 16, 2010 at 5:00pm (no postmarks accepted)

### SCOPE OF WORK:

The City of Shoreline is looking for a positive individual to oversee the centralized purchasing functions of the City including the development or review of bid packages and contract negotiation and administration. This individual will need to propose, administer, and train departments on City, State, and Federal purchasing policies and laws; and prepare required reports on City purchasing activities. This position requires strong knowledge of the principles, practices and applications of purchasing, local budget preparation and administration, methods and techniques of maintaining inventory, contract negotiation and administration, and pertinent Federal, State and local codes, laws and regulations. Candidates must have an ability to establish and maintain effective working relationships with all stakeholders, excellent customer service skills and thrive in an open floor plan work environment.

### RESPONSIBILITIES:

- Oversee the centralized purchasing functions of the City; recommend and administer policies and procedures.
- Oversee the maintenance of procurement credit cards, records, and files associated with the centralized procurement activity.
- Develop, review and assist departments in developing bid specifications and contracts; consult with departments to ensure that specifications describe essential items or features.
- Prepare bid forms and advertise for bids; formulate bid recommendations and recommend awards; establish escrow accounts and disposition of bid bonds and security deposits; prepare bid reports.
- Analyze procurement requirements and determine procurement procedures for blanket purchase arrangements, competitive bid processes and consolidated purchases.
- Review and approve invoices covering purchases to ensure agreement with purchase orders; work with finance staff to resolve billing problems; approve and sign all purchase orders for the City.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of governmental purchasing.
- Oversee and participate in the development and administration of the division budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Compile information for statistical, financial and analytical reports on budget preparation; assist departments in evaluating line items for budget preparation.
- Report status of fixed asset inventory items to appropriate staff; notify City departments of reusable items available; identify items with appropriate tags; dispose of surplus goods according to applicable laws and regulations.

### QUALIFICATIONS:

Five years of increasingly responsible experience in local purchasing, including two years of administrative and supervisory responsibility. Equivalent to a bachelors degree from an accredited college or university with major course work in business administration or a related field.

### BENEFITS:

Each full-time regular employee receives \$831 (Tier I) per month to buy benefits for themselves and family, including domestic partners. If the employee does not use the entire \$831, the remaining amount goes into a deferred compensation (457) plan. If the cost is greater than \$831, the employee moves to Tier II, and is able to receive an additional contribution from the City of up to a total of \$1268. Mandatory coverage includes Vision, Life Insurance, Long Term Disability, PERS (State retirement), 401a social security replacement. Optional coverage includes Regence, Group Health, Washington Dental, Willamette Dental, Flexible Spending Accounts for medical and/or childcare costs, Employee Assistance Program, Supplemental Life Insurance, corporate rate at 24-Hour Fitness. We also provide reduced price ORCA bus passes and carpool incentives. Ten holidays are observed, two personal days and three management days are provided each year. Vacation starts at 12 days per year. Sick leave is accrued at 8 hours per month.

**TO APPLY:** Submit a City of Shoreline application by the closing date via walk-in, mail, fax or email (with signature included). Applications can be found on our website at [www.shorelinewa.gov](http://www.shorelinewa.gov). A cover letter and resume may be attached to the application. **Materials without an application will not be considered.** Status of the position and updates will be posted on the website.

Address: 17500 Midvale Ave North  
Shoreline, WA 98133  
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