



W S I P C

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**WSIPC
Everett, Washington**

Invites applications for the position of
Contract Administrator
September 15, 2017 – Open Until Filled

MISSION

As a member on the Financial & Accounting Services team, the Contract Administrator will support, manage, and administer agency contracts for technology and operational products and services that will benefit WSIPC and its cooperative members while ensuring compliance with all laws, regulations and policies.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following, other duties may be assigned:

- Facilitate and support WSIPC's contract process including service level agreements (SLAs), inter local agreements (ILAs), non-disclosure agreements (NDAs), as well as all product, fee for service, consultant, recruitment, event, development and service contracts in a manner that best protects company interests and achieves business goals
- Review, analyze and negotiate contract terms and conditions with key suppliers, vendors, and service providers to protect WSIPC's business interests and to ensure compliance with policies, procedures, laws and regulations
- Manage and administer the RFP process
- Organize and maintain contract documents within systems and files
- Monitor contract performance for compliance with organizational needs and requirements. Identify areas of non-compliance or risk and work with contract stakeholders to resolve
- Research, interpret, and assess applicable financial, contractual, and purchasing policies, procedures, laws and regulations
- Monitor, analyze, and report on trends in contractual agreements and program areas in order to make recommendations for the future, and to identify areas for possible savings
- Monitor potential legislation and provide commentary and insights into financial and organizational implications
- Maintain positive working relationships with all agency vendors, suppliers, contractors and staff
- Participate in Financial & Accounting Services team meetings, activities, and projects
- Other special projects and duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Degree in Business Administration, Public Policy or Legal discipline
- Strong knowledge of contract regulations and laws, including RCW 28A and 39.04
- General knowledge of accounting, finance, and contract management
- Effective bartering and negotiation skills
- Demonstrated ability to research, analyze, and evaluate complex language, issues, data and policies

- ❑ Proficient in the use of personal computers and MS Office Products, willing to learn new software programs
- ❑ Ability to gather information from spreadsheets, analyze and synthesize data from various sources, and prepare recommendations and informative reporting
- ❑ Exceptional written and verbal communication skills including the ability to clearly articulate information and ideas across a variety of audiences
- ❑ Analytical, exceptional attention to detail, and a high level of accuracy
- ❑ Professional, ethical and ability to maintain confidentiality
- ❑ Able to work independently or in a team-oriented, collaborative environment with an orientation to exceptional customer service
- ❑ Ability to work additional hours to meet deadlines

WORKING CONDITIONS

- ❑ Minimum 8-hour day/40-hour work week
- ❑ Subject to frequent interruptions
- ❑ Sedentary work
- ❑ This position is not substantially exposed to adverse environmental conditions

PHYSICAL DEMANDS

- ❑ Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- ❑ Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- ❑ Stooping. Bending body downward and forward by bending spine at the waist.
- ❑ Kneeling. Bending legs at knee to come to a rest on knee or knees.
- ❑ Crouching. Bending the body downward and forward by bending leg and spine.
- ❑ Reaching. Extending hand(s) and arm(s) in any direction.
- ❑ Grasping. Applying pressure to an object with the fingers and palm.
- ❑ Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- ❑ Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- ❑ Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- ❑ Typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- ❑ Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- ❑ The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- ❑ Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- ❑ Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

TERMS OF EMPLOYMENT

- ❑ This is an overtime exempt position. Annualized salary based on qualifications and experience.
- ❑ WSIPC provides a comprehensive benefit package, for details visit: <http://www.wsipc.org/about-us/careers/>

APPLICATION INSTRUCTIONS

Application materials must include the following in order to be considered for the applicant pool:

1. Cover letter which addresses the qualifications listed above
2. Resume listing previous employers, employment dates and responsibilities applicable to the position
3. **E-mail application materials to employment@wsipc.org**

EOE

Reference 170915