



The Procurement and Contracting Consultant provides technical assistance to Washington State local governments on procurement and contracting issues, including professional and personal service contracting, construction project contracting and management, and the application of the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC). This technical assistance occurs at all levels of local government staffing, but most often to public works directors, purchasing and contracting staff, and division managers. Works independently under general supervision of the Planning & Policy Manager.

During the COVID-19 pandemic, MRSC staff are working from home, with the option of limited work in the Seattle office in a manner that meets the State's safety guidance for office work. On a permanent basis, this position may be based in MRSC's Seattle office, with flexible remote work options from a home office within Washington State.

PRINCIPAL DUTIES

- **Training.** Develop and present training sessions, remotely (and eventually in-person) to local government personnel on matters relevant to procurement and contracting.
- **Inquiries.** Research and respond to inquiries from local government officials and staff, state agencies, state legislators, legislative staff, and nonprofit organizations.
- **Blogs.** Write blog articles on timely topics of interest to local governments to be published as part of the MRSC Insight Blog series.
- **Website Content.** Develop and maintain content for topic webpages to ensure they are current and accurate. Content examples include Unit Price Contracts, Small Public Works Rosters, Bidding & Awarding Public Works Contracts.
- **Publications.** Prepare and update comprehensive publications on topics of interest to local governments related to procurement and contracting, and/or as mandated through legislation. Edit draft publications and assist in developing ideas for new publications. Publication examples include the Small Works Roster Manual, County Bidding Book, and Contracting for Services Manual.
- **Contract Management.** Oversee and manage MRSC service contracts with associations as assigned. Act as point of contact for contract partner(s) and work with MRSC Finance and Administration Manager on negotiating contract renewal.
- **Emerging Issues.** Keep up with the latest procurement and contracting issues facing local government and special purpose districts and "promising practices" to address those issues.
- **Special Projects.** Participate on multi-disciplinary teams developing content for special projects, such as creating new online tools to assist local governments.

REQUIRED QUALIFICATIONS

- Minimum of five years of experience in purchasing and contracting, public works construction and operations, and/or a related field, which includes:
 - Bidding, contract management, and preparation of contract documents for general procurement and public works operations
 - Small works roster procedures
- Excellent research, written and oral communication skills.

- Great customer service skills.
- A pleasant and professional manner in dealing with people, with a proven track record of working cooperatively with others.
- High level of comfort in making public presentations, both virtually and in-person.
- Ability to work independently with minimal supervision to provide prompt, responsive, accurate and professional policy services.
- Capability to prioritize work, meet deadlines, and manage several projects simultaneously.

PREFERRED QUALIFICATIONS

- 10+ years procurement and contracting experience
- Working experience with more than one type of public agency
- Application and familiarity with the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) as they relate to:
 - Purchasing and Contracting processes
 - Public works procedures
- Previous experience in the preparation and presentation of instructional materials, and publication of articles is desirable.
- Certification in Procurement or Contracting is desirable (such as CPPB, CPPO, and CPSM)

Starting Salary: The starting salary range is \$80,000 to \$96,000, depending upon qualifications and experience. We offer excellent benefits, professional development, and a rewarding work environment.

Inclusion: Our mission is best advanced by the leadership and contributions of individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other status protected by law.

About MRSC: MRSC is a private nonprofit organization devoted to empowering local governments in Washington State to better serve their communities. We support effective local government through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, trustworthy advice and information. We answer questions, collaborate with partner organizations, convene stakeholders, and disseminate information on established practices and emerging issues.

Our Team: Our 26-person team includes attorneys, policy and financial experts, local government professionals with planning and procurement experience, communications specialists, program and accounting administrators, and information technology staff. We work in a team-oriented collaborative environment.

TO APPLY: Please submit a letter of interest and resume to Jon Rose at jrose@mrsc.org. This position is open until filled; the first review deadline is September 10th, 4:00 p.m. (Pacific Time).