

**CAPITAL PROJECTS PROCUREMENT &  
CONTRACTS MANAGER**

---

**Purpose Statement**

The purpose of the Capital Projects Procurement and Contracts Manager is to ensure the success of capital construction projects, providing accountability for furnishing support to Capital Construction Project Managers and projects.

**Essential Functions:**

- **Manages** procurement of furniture fixtures and equipment for projects, plans, and collaborates with design architect(s) for projects including formulation and management of project budget for the purpose of compliance with project budget and adherence to design standards.
- **Procures** miscellaneous FF&E capital provided items for bond and levy projects including purchasing of Administrative/Office; Music; OT/PT; Library; Health/Nurse; Safety Patrol; Playground; Physical Education and Emergency supplies.
- **Provides** guidance to various programs, schools, and support programs for ordering FF&E to ensure adherence to district standards.
- **Surpluses** furniture for levy, bond, and small capital projects and manages an inventory of surplus furniture.
- **Coordinates** moves for capital projects, including working with on-site staff on planning and move scheduling. Supervises movers and provides logistics support.
- **Arranges** for and tracks storage containers for multiple projects as required.
- **Manages** payments for permits with local and county agencies as required for construction projects and improvements
- **Manages** School Construction Assistance Program (SCAP) Information & Condition of Schools (ICOS) Grant System D-Form process for state match funding for bond projects. State Study and Survey and initiation of all D-Forms in ICOS. Updates of school building information in ICOS.
- **Manages** Department of Archeology and Historical Preservation WISAARD system inventory of historic properties as part of the D-Form process EZ-2 Forms to determine property historical significance.
- **Prepares** written materials (i.e., contract documents, presentations, spreadsheets, reports, correspondence, communications, publications, financial documents) for the purpose of documenting activities, providing written reference, and conveying information.
- **Researches** a variety of information for the purpose of ensuring delivery of services in conformance with District and State polices. Provides information, recommendations and addresses a variety of administrative requirements.
- **Participates** in meetings, workshops, and seminars for the purpose of conveying and gathering information required to make decisions, perform functions, and ensure adherence to latest State bid, procurement, and construction laws.
- **Assists** Planning Director with State Environmental Policy Act (SEPA) public notifications; Capital Facilities Plan agency distribution; Department of Ecology SEPA Registration system for Determination of Non-Significance; Mitigated Determination of Non-Significance and Notice of Action legal notices and posting of on-site public notification boards and electronic distribution of communication to lead agencies.
- **Coordinates** bids for levy and bond projects
- **Manages** small works and A/E rosters.
- **Monitors** changes to the RCW's and review and update submittal form as required.
- **Manages** small capital projects with minimal instruction from administration. Manages architect/engineering roster.
- **Prepares** materials utilizing various media (i.e., reports, brochures, publications, informational displays/boards, bond boards, and flyers) for the purpose of communicating project related information and achievements of the

district.

- **Maintains** district standards including capital projects form of proposal, contracts for consultants and contractors, and educational specifications.
- **Creates** and maintains district design standards for planning and acquisition of furniture.

#### **Other Job Functions:**

- **Assists** other personnel as required for the purpose of ensuring an efficient and effective work environment

#### **Minimum Qualifications:**

**Education:** Bachelor's degree in job related area

**Experience:** Targeted job-related experience with increasing levels of responsibility is required

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, complex, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment, including using pertinent software applications, planning, and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to other and understand complex, multi-step written and oral instructions. and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes concepts of grammar and punctuation; keyboarding accounting/bookkeeping principals; project management; construction knowledge and office application software.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; setting priorities; and working as part of a team.

##### **Responsibility**

Responsibilities include working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

##### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; and some fine finger dexterity. Generally, the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under a hazard free environment.

##### **Licenses/Special Requirements:**

Criminal Justice fingerprint clearance, vali. driver's license