



Washington Courts Employment Opportunity

Administrative Office of the Courts

CONTRACTS MANAGER

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Employment Status: **Regular, Full-Time**

Location: **Olympia, Washington**

Salary: **Range 76: \$88,236 — \$118,656 yr. (DOQ)**

Opens: **October 4, 2019**

Closes: **Open Until Filled**

If you are interested in this opportunity, your prompt application is encouraged. AOC reserves the right to close the recruitment at any time.

POSITION PROFILE

Manages the Office of Contract Management, Procurement, Public Records & Data Dissemination within AOC and is responsible for planning, organizing, and conducting the contracting, procurement, data dissemination, risk management, and public records functions for the Administrative Office of the Court and other judicial branch entities.

Reporting to the Management Services Division Director, exercises considerable independent judgment and decision making authority within areas and scope of responsibility delegated by the Division Director. Supervises a team of professional staff. Serves as a member of the Division leadership team and AOC Management Team.

*Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the **Job Description** attached to this Announcement. Or at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts and the Announcement.*

QUALIFICATIONS AND CREDENTIALS

A law degree from an accredited college or university;
AND

- Membership in good standing in the Washington State Bar Association.
- Five years of professional contract administration experience.

PREFERRED / DESIRED QUALIFICATIONS

Experience:

- negotiating contract terms and conditions,
- reviewing and negotiating information technology contracts;
- working with elected officials; and
- staffing or directing policy or governing bodies.

ADDITIONAL INFORMATION

- ◆ Workweek may fluctuate depending on workload or agency need.
- ◆ Overnight travel may be required based on business need.
- ◆ This position is not covered under the Fair Labor Standards Act (FLSA).

HOW TO APPLY / REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity. The following will all be considered in determining whether applicants move to the next phase of the screening process. The information you provide, the quality and completeness of the application, and **the ability to follow stated application instructions.**

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed. **“See resume”** is not acceptable.

- ✓ **Cover Letter** (no more than two pages)
- ✓ **Resume** (chronological)
- ✓ **Application for Employment**
- ✓ **Three writing samples to include:**
 - **Legal analysis**
 - **Peer-to-peer communication**
 - **Communication with executive management**

The Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts, the Application is located at the bottom of the page.

It is preferred applications be emailed to employment@courts.wa.gov. You can also mail your materials to Administrative Office of the Courts, Attn: Human Resources, PO Box 41170, Olympia, WA 98504-1170. Faxed copies can be sent to 360-586-4409. Late applications will not be accepted.

IMPORTANT INFORMATION

The AOC is an equal opportunity employer and does not discriminate on the basis of gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

SPECIAL NOTE:

Prior to a new hire, a background check including criminal history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

MORE INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work life in a wonderful community are a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation and Benefits.



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