



**PROCUREMENT CONTRACTS SPECIALIST  
(2 positions)  
\$7139-8525/monthly starting salary DOE**

**Open until filled; first application review will be June 22**

The City of Camas Finance Department is seeking qualified applicants for two Procurement Contracts Specialists. One position will be the primary point person for informal bidding contracts for Public Works. The second position will mainly support citywide procurement operations within the Finance Department.

These positions will work collaboratively to support one another and strengthen procurement processes across the organization. The selected individuals will be responsible for administering and managing contracts throughout the procurement lifecycle, ensuring compliance with applicable policies, best practices, and legal requirements. They will play a key role in supporting efficient, transparent, and effective procurement and contracting operations across the City. Responsible for reviewing, drafting, and processing formal and informal bidding documents, requests for proposals (RFPs), and qualifications-based selections. These two staff will provide expert technical assistance and collaborative support to internal city staff and external contractors.

The hours for these positions are Monday-Friday 8am-5pm and there is some opportunity for remote work up to 2 days/week. The positions are represented by the Camas Public Employees' Association and are eligible for a full benefits package.

Candidates for this position shall have:

- Equivalent to bachelor's degree in Business Administration, Logistics or Supply Management, Legal Studies, or related field
- Two years of experience in procurement or purchasing and related legal terminology
- Familiar with e-procurement and contract management preferred
- Washington State public sector experience preferred
- APWA Contract Administration Committee (CAEC) certification or equivalent

In addition to the job description requirements, the preferred candidates will possess the following attributes: proactive, positive attitude, ability to take initiative, excellent customer service skills and the diplomatic versatility needed to guide partners through heavily regulatory processes, good verbal and written communication skills, excellent computer skills, demonstrated organizational and decision-making skills and flexibility to work non-standard hours as needed.

**All application materials must be attached when the application is submitted.**

**Apply online at [www.cityofcamas.us/jobs](http://www.cityofcamas.us/jobs)**