



Washington Courts Employment Opportunity

Administrative Office of the Courts

CONTRACTS AND VENDOR MANAGEMENT SPECIALIST

(VENDOR RELATIONS COORDINATOR)

Office of Contracts, Procurement, and Data Dissemination

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

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| <u>Job #:</u> | 2021-31 |
| <u>Status:</u> | Regular, Full-Time |
| <u>Location:</u> | Olympia, Washington |
| <u>Salary:</u> | Range 66: \$70,956 - \$93,132 (DOQ) |
| <u>Opens:</u> | May 24, 2021 (REV. 6.9.2021) |
| <u>Closes:</u> | Open until filled; first review of the applications to begin June 25, 2021. AOC reserves the right to close the recruitment at any time. |

The Administrative Office of the Courts closely monitors COVID-19 pandemic updates and follows the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

POSITION PROFILE

The Vendor Relation Coordinator develops and implements policies, standards, and processes for managing vendor relationships and vendor performance.

Reporting to the Contracts Manager, work is performed under general supervision and decision-making is according to established guidelines and defined rules and procedures, although some instances require interpretation and/or development of possible approaches. This job interacts with agency management, agency contract staff, all levels of Information Services Division staff, and staff of other divisions as needed.

DUTIES AND RESPONSIBILITIES

- Works closely with ISD leadership, agency staff, and other stakeholders to lead vendor management processes.
- Serves as the AOC agent for support, coordination and tracking of vendor relationships and vendor performance management; plans, organizes, and recommends activities for coordination of vendor relations.
- Develop standards for vendor deliverables and acceptance of deliverables.
- Conducts standards and process compliance audits on AOC staff and vendors and recommends changes to accommodate changes in business requirements.
- Communicates with appropriate executives from vendor companies regarding proper engagement practices; ensures that AOC obtains the best rates and discounts for services and products that are being purchased from vendor.
- Maintains information about a diverse pool of eligible vendors and conducts necessary evaluations of their qualifications to successfully perform to the terms of their contracts with minimal risk to the agency; develops methods and evaluation criteria to set standards for and evaluation of vendor performance; establishes and maintains a comprehensive vendor history program to include vendor performance, copies of evaluation scores, and ratings; assists in technical aspects of procurements.
- Works to ensure technical aspects of contracts meet the needs of AOC and the judiciary,
- Performs other duties as assigned.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree in business administration, public administration, communication, computer science, or a closely allied field; **AND**
- Five (5) years of progressively responsible vendor management experience in an information technology environment.

A combination of relevant education and experience may be considered in meeting the qualifications.

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

Experience in supporting complex contractual negotiations.

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**

A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.

The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

Please email all application materials to: employment@courts.wa.gov in a PDF format (Word documents are also accepted).

Application materials will also be accepted by regular mail or by fax:

**Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170**

Fax number: (360) 586-4409

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

The AOC is an equal opportunity employer and does not discriminate based on 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 Melody Long, 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 complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Before 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.

ADDITIONAL 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 just 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.