



State of Washington  
**Contract Specialist 1 (CS1)**

<b>SALARY</b>	\$4,093.00 - \$5,501.00 Monthly \$49,116.00 - \$66,012.00 Annually	<b>LOCATION</b>	Kittitas County – Ellensburg, WA
<b>JOB TYPE</b>	Full Time - Permanent	<b>JOB NUMBER</b>	2026-3-7978-01837
<b>DEPARTMENT</b>	Dept. of Natural Resources	<b>OPENING DATE</b>	03/03/2026
<b>CLOSING DATE</b>	3/17/2026 11:59 PM Pacific	<b>SALARY INFORMATION</b>	The high end of the salary range, Step M is typically a longevity step

Description



**Contract Specialist 1 (CS1)**  
**Recruitment #2026-3-7978**  
**Full-time, Permanent, Represented position (WPEA)**

**Location: Southeast Region- Ellensburg, WA**

**Salary: \$4,093.00 - \$5,501.00 Monthly**

**Review of applications is ongoing.** We reserve the right to make a hiring decision or close this recruitment at any time after 3/10/26. It is in your best interest to submit materials as soon as possible.

### **Want to join something GREAT and make a difference?**

The Department of Natural Resources (DNR) has an exciting opportunity within our Southeast Region as a **Contract Specialist 1 (CS1)**.

Are you ready to take the next step in your career? We are looking for someone to fill a key position that performs professional contract administration within the Proprietary Manager's office within the SE Region. Under the direction of the SE Region's Proprietary Manager, this position serves as the lead in processing and submitting timber sales documentation. This position also performs administration of SE Region timber sale auctions, asset status report updating, quality control checks on official documentation, and contract compiling and submittal. The contract specialist regularly communicates with and provides professional and technical assistance to: other DNR regions, Forest Practice staff, Product Sales and Leasing Division, Forest Resources and Conservation Division, other public agencies, as well as public and private stakeholders.

## **Duties**

### **Responsibilities:**

- Administers Region Small Public Works (RSPW) and Silviculture contracts
- Manages Region Timber Sale Documentation Review and State Lands Permit Acquisition
- Writes and Coordinates Land Use Licensing (LUL) for Research and the use of State Lands by other government and private entities
- SharePoint Administrator, Timber Sales Record Officer, and Region Lock and Key inventory and tracking
- Timber Sales Auction and Contract Awarding Administration
- Other Duties as Assigned.

## **Qualifications**

### **Required Qualifications:**

- A Bachelor's degree involving major study in business administration, public administration, business law, commerce, economics, mathematics, statistics, or a closely allied field, AND one year of experience in negotiating, administering, or terminating contracts, contract property management, contract cost or price analysis, or contract compliance administration;  
OR a combination of education and/or experience equivalent.
- Knowledge of State and federal laws and regulations governing contracts and agreements, contract principles, theory, and application; contracts terminology and development; contracts practices and procedures.
- Ability to write effectively; represent the agency in coordination and negotiation with other governmental agencies and private industry; recognize desirable contract terms and provisions; identify areas and incidents of non-compliance with existing contracts.
- Experience working with Microsoft Office applications such as Word, Excel, Outlook, Teams, and PowerPoint.
- Ability to encourage and facilitate cooperation, pride, trust, and group identity, foster commitment and team spirit, and work with others to achieve goals.
- Ability to communicate effectively and efficiently via written, oral, or other forms of communication
- Knowledge of contracting laws, state contracting policies, agreements, etc.; business and professional services, practices and trends, sources of supply and cost factors, contract terminology, and development.
- Excellent written and verbal communication.
- Commitment to fostering and supporting an environment that honors diversity, equity, inclusion, and environmental justice practices.
- Perform assigned duties in a manner consistent with applicable laws, regulations, and public records retention and requests are followed.
- DNR Core Competencies:
  - Personal Accountability
  - Value Others
  - Compassionate Communication
  - Inspire Others
  - Commitment to Excellence

#### **Special Requirements and Conditions of Employment:**

- The work setting is primarily in the office with periodic fieldwork (approx. 5% field, approx. 95% office). Field activities require working in inclement weather and hiking in moderate to rugged terrain.
- Travel for trainings, meetings, and field duties may be required. Occasional overnight travel is a possibility with manager approval.

#### **Desired Qualifications:**

- Knowledge of environmental regulations concerning Forest Practices; Habitat Conservation Plans, State Environmental Policy Act (SPEA); Endangered Species Act; land management and development; principles and procedures of wildlife, fish, and habitat management; soil conservation; lake and stream management; methods of biological data collection, interpretation, and presentation; population measurement techniques; silviculture.
- Ability to view, interpret, and evaluate various types of photogrammetric and GIS products and technologies.

**Don't let doubts stop you from applying for this position.** At DNR, we value diversity and inclusion in our organization, and we are looking for the best person for the job. We are invested in acquiring the best and most innovative candidate for the job, and that candidate may be one from a less traditional background. It is important that you clearly communicate in your application materials how your education, volunteer work, life skills, and experience transfer to this position and the qualifications. If you have any questions about the qualifications, please contact us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). Don't hesitate to apply!

## Supplemental Information

**Application Requirements:** Failure to provide the listed documents may result in disqualification. If you have questions or difficulty attaching these documents, please contact [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov).

- **Apply online:** at [www.careers.wa.gov](http://www.careers.wa.gov) (Click on the APPLY button above).
- **Letter of interest:** describing your specific qualifications for the position and the position required, desired, and special requirements.
- **Resume:** that details your experience and qualifications.
- **References:** References are optional at the time your application is submitted. Finalists will be asked to provide a list of at least 3 professional references with current telephone numbers, including your current or most recent supervisor.
- **Important:** Do not attach any documents that include photos or private information (Social Security number, year of birth, etc.).
- **Complete all supplemental questions.**
- Candidates who move forward in the recruitment process may be contacted via email at [info@governmentjobs.com](mailto:info@governmentjobs.com) with interview information/scheduling instructions. Please monitor the email listed in your application materials and check your junk email folder to ensure you receive those communications.

**Questions?** Please contact Kevin Alexander at [Kevin.Alexander@dnr.wa.gov](mailto:Kevin.Alexander@dnr.wa.gov)/509-859-6603 or email us at [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov).

Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 522-2500 or email [DNRrecruiting@dnr.wa.gov](mailto:DNRrecruiting@dnr.wa.gov). Applicants who are deaf or hard of hearing may call

through the [Washington Relay Service](#) by dialing 7-1-1 or 1-800-833-6384.

### **[About the Department of Natural Resources \(DNR\).](#)**

At DNR, we approach our work through the lens of making Washington a better place environmentally and are dedicated to serving Washington's lands and communities through diversity, equity, and inclusion.

**Our Vision** – Our actions ensure a future where Washington's lands, waters, and communities thrive.

**Our Mission** – Manage, sustain, and protect the health and productivity of Washington's lands and waters to meet the needs of present and future generations.

#### **Our Core Values:**

- Safety and Well-Being —Our top priority is the safety of the public and our employees.
- Public Service —We value and respect the public we serve, and we value and respect the people of the Department of Natural Resources who step up to serve.
- Innovation and Creative Problem-Solving — We solve our state's most pressing challenges through innovative thinking, dedication, and bold and creative vision.
- Leadership and Teamwork —We are committed to building leaders at all levels and building teams for success.

#### **DNR provides excellent benefits, a few of which include:**

- Commitment to organizational health and wellness
- Work/life balance
- DNR Employee Resource Groups (Diversity, Equity and Inclusion Council, Women's Employee Resource Group, Veterans Employee Resource Group, etc.)
- Statewide Employee Business Resource Groups, [visit here to learn more](#)
- Leadership that empowers and supports employees
- Professional development opportunities
- Educational and career development aid
- Public Service Loan Forgiveness Eligibility
- Opportunities to participate in wildland fire suppression assignments
- A comprehensive benefits package includes employer contributions toward health insurance, paid holidays, retirement plans, sick leave, and vacation days. Visit <http://careers.wa.gov/benefits.html> for more information.

#### **Additional Information:**

This recruitment may be extended and used to fill future similar vacancies for up to sixty (60) days.

DNR does not use the E-Verify system. For more information, please visit [www.uscis.gov](http://www.uscis.gov).

Veterans wishing to claim Veteran's preference, please attach a copy of your DD-214, NGB-22, or other verification of military service. Please black out your Social Security number before attaching it. We thank you and are grateful for your

service!

Equal Opportunity Employer: The Washington State Department of Natural Resources is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation, and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.

Once you submit your online application, you can check your status by logging into your account. If you experience technical difficulties creating, accessing, or completing your application, call 360-664-1960 or 1-877-664-1960 or email [CareersHelp@des.wa.gov](mailto:CareersHelp@des.wa.gov).

Check us out on: [DNR's website](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#) | [WordPress](#)

## Benefits

### More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

### Read about our benefits:

*The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.*

**Note:** *If the position offers benefits which differ from the following, the job posting should include the specific benefits.*

### Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are

multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

### **Retirement and Deferred Compensation**

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems'](#) web site.

Employees also have the ability to participate in the [Deferred Compensation Program](#) (DCP). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

### **Social Security**

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

### **Public Service Loan Forgiveness**

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

### **Holidays**

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

**Note:** Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

### **Sick Leave**

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

### **Vacation (Annual Leave)**

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

**Note:** Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

### **Military Leave**

Washington State supports members of the armed forces with 21 days paid military leave per year.

### **Bereavement Leave**

Most employees whose family member or household member dies, or for loss of pregnancy, are entitled to five (5) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

### **Additional Leave**

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 01-07-2026

---

### **Employer**

State of Washington

### **Address**

[View Job Posting for Agency Information](#)

[View Job Posting for Location, Washington, 98504](#)

### **Website**

<http://www.careers.wa.gov>

## Contract Specialist 1 (CS1) Supplemental Questionnaire

### \*QUESTION 1

Please describe what interests you about the Department of Natural Resources.

### \*QUESTION 2

Please describe what a work environment based on diversity, equity, inclusivity and belonging means to you.

### \*QUESTION 3

Please describe how you organize documents coming from and going to multiple departments, with deadlines, and retention requirements.

### \*QUESTION 4

What does tact mean to you when communicating? Please give an example of how you have used it.

### \*QUESTION 5

Please select which of the following best describes your education and/or experience:

- I have a bachelor's degree involving major study in business administration, public administration, business law, commerce, economics, mathematics, statistics, or closely allied field AND One year of experience in negotiating, administering, or terminating contracts, contract property management, contract cost or price analysis, or contract compliance administration.
- I have a combination of education and/or experience equivalent to a bachelor's degree involving major study in business administration, public administration, business law, commerce, economics, mathematics, statistics, or closely allied field AND One year of experience in negotiating, administering, or terminating contracts, contract property management, contract cost or price analysis, or contract compliance administration.
- None of the above.

### \*QUESTION 6

Do you have experience working with Microsoft Office applications such as Word, Excel, Outlook, Teams, and Power Point?

- Yes  
 No

**\*QUESTION 7**

Do you have experience with ESRI map making software?

- Yes  
 No

**\*QUESTION 8**

Do you now, or will you in the future, require sponsorship for employment visa status (e.g., H-1B visa status, etc.) to work legally for our agency in the United States?

- Yes  
 No  
 Unsure

**\*QUESTION 9**

Where did you originally hear about this job posting?

- www.dnr.wa.gov  
 www.careers.wa.gov  
 WA WorkSource office or WorkSourceWA.com  
 Governmentjobs.com  
 Monster  
 Indeed  
 LinkedIn  
 Twitter  
 College/university website/career fair

- Handshake
- Newspaper
- Direct Email Notification
- Statewide Employee Business Resource Groups (BRG)
- Professional/Personal Network
- Job Board
- Job Fair
- Zip Recruiter
- Diversity Jobs
- Facebook
- Other (please specify below)

#### QUESTION 10

If you answered "other" to the previous question, please specify where you originally learned of this employment opportunity in the space below.

\* Required Question