



Title: Procurement and Contract Specialist 2

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Work Location: Salem, Oregon,

Description

Oregon State Treasury (OST) is recruiting for a Procurement and Contract Specialist 2. This position will be located in our in our Salem, Oregon location. This position will report to the Data Steward.

The goal of this recruitment is to fill this position at a Procurement and Contract Specialist 2 level. However, we encourage candidates who meet the minimum qualifications for a Procurement and Contract Specialist 1 level (\$41,172 - \$59,952 Annual Salary) to apply, as we may consider under-filling the position until the selected candidate meets the minimum qualifications for a PCS 2. Under-fill training will not exceed two years.

OST is led by the State Treasurer, a constitutional officer and statewide elected official. The Treasurer serves as the chief financial officer for the state and is responsible for the prudent financial management of state money. The Treasurer serves a four-year term, and, if re-elected, may hold the position for two terms. The current State Treasurer is Tobias Read, who was sworn into office in January 2017.

OST is an organization with a wide range of financial responsibilities, including (1) managing the state's pension fund, (2) issuing all state debt of approximately 10 billion, (3) serving as the central bank for state agencies processing more than \$250 billion in transactions annually, and 4) a defined contribution program that allows members of the public to invest in 529 savings funds for higher education or disability-related costs and in IRAs for retirement. OST manages the daily investment of nearly \$100 billion in assets, held in a diversified investment portfolio of domestic and international equities, fixed income securities, alternative and opportunistic investments, real estate and cash. Additionally, Treasury also maintains supporting functions including internal auditing, investment operations, legal, compliance, corporate governance and cybersecurity. The 140+ member OST staff takes great pride in their statewide and national reputation for progressive approaches to service delivery.

What we value...

Integrity---Professionalism---Trust---Innovation---Diversity---Transparency

Duties & Responsibilities

What you'll be doing...

- Working with a variety of customers and vendors
- Buying products and services to meet Treasury's mission
- Determining the best value possible through comparison shopping and negotiation
- Providing the highest customer service
- Managing contracts so Treasury receives quality products and services
- Improving processes to save Oregonian's money and instill confidence
- Working independently and as part of cross-agency teams
- Learning and applying state procurement and contracting laws and rules
- Providing technical assistance to Treasury staff
- Recognizing and mitigating financial risk through contracting **What are we looking for...**
- Adaptable on the job learner that can adjust to different personalities and styles
- Ability to think on your feet and be flexible given the situation and business needs
- Can drive cross-function teams to match business needs with available products and services
- Can recommend and adapt to change
- Assist in continually improving and innovating Treasury's purchasing activities
- On time and ready to help others succeed
- Apply critical thinking and analysis to assist a diverse group of customers
- Contribute to a team-centric work environment
- Communicate technical and complex information so others can understand

Required Skills

Qualifications, Required & Requested Skills

What we want...

Procurement and Contract Specialist 2:

- Four years procurement and contract experience related to the position. Two of the four years must have been at the professional-level such as developing and administering standard contracts, agreements, or solicitations.

OR

- A bachelor's degree and one year of professional-level procurement and contract experience related to the position.

OR

- Any combination of experience and education equivalent to four years of procurement and contract experience related to the position.

• **Procurement and Contract Specialist 1 (under fill opportunity):**

- Three years' paraprofessional or technical-level experience in a related field such as general business, accounting, contracts, purchasing, or project administration support.

OR

- A bachelor's degree will substitute for the experience.

A one-year certificate in supply chain, logistics management, procurement, or a related field will substitute for one year of experience.

Benefits

Additional Information

Note: The salary range listed in this announcement is for employees new to the State who are not currently PERS participating members. If you are currently a PERS participating State employee the base salary range is higher and you make contributions to PERS.

PUBLIC SERVICE LOAN FORGIVENESS PROGRAM: If you are employed by a government or not-for-profit organization, you may be able to receive loan forgiveness under the Public Service Loan Forgiveness Program (PSLF). Learn more to see whether you qualify at [PSLF Program](#).

This recruitment will be used to one current vacancy. This position is represented by SEIU.

Prospective employees are subject to an extensive background check that may include, but not be limited to, validation of all application materials, prior employment and personal references, credit history, driving records, and fingerprint-based state and federal criminal and civil records. Adverse background data may be grounds for immediate disqualification.

Your application materials will be reviewed to determine that you have the education and/or experience required for this position. Notice of results will be sent by e-mail. The timeframe for the notice of results may vary depending on the volume of applications received for this recruitment.

Note: Treasury does not offer visa sponsorships. Within three days of hire, all applicants will be required to complete the US Department of Justice form I-9, confirming authorization to work in the United States.

Treasury is an equal opportunity, affirmative action employer committed to a diverse workforce.

Comments

Treasury offers an attractive benefit package that provides contributions toward Public Employee Benefit Board (PEBB) sponsored individual and family health and dental insurance and term life insurance. Other benefits include participation in the Oregon Public Service Retirement Plan (OPSRP), paid holidays and paid vacation, and both sick and personal leave time. Optional benefits include long- and short-term disability and participation in the Oregon Savings Growth Plan (a deferred compensation plan).

Kind: Full Time

Level: Staff Position

Apply

How to

apply: <https://www.governmentjobs.com/careers/oregon/jobs/2107491/procurement-and-contract-specialist-2?keywords=treasury&pagetype=jobOpportunitiesJobs>

[Go to Diversity.com](#)

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