



***Marion County is seeking an experienced
professional to become our next***

Contracts Specialist

Recruitment# 307-2026-1

THE COMMUNITY AND THE COUNTY

Marion County, Oregon, is a vibrant community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The county covers 1,194 square miles and has a population of approximately 334,000. There are 20 incorporated cities and 37 unincorporated communities in Marion County. Salem, the county seat and the state capital, is one of the valley's oldest cities and the third largest city in Oregon. The principal industries are agriculture, government, food processing, lumber, manufacturing, education, and tourism. Marion County has both private and public schools, pre-school through university level. There are four universities and two community colleges within a 30-mile radius.



Marion County is rich with parks, rivers, lakes, and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs, the Marion County Fair and the Oregon State Fair. A short driving distance to the east there is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Shakespearean Festival in Ashland.

THE DEPARTMENT

The mission of the Community and Economic Development Department is to collaborate, innovate, and invest in opportunities that improve lives, strengthen families, and engage communities to reach their full potential. The Department incorporates many varied programs including the Community Development Block Grant (CDBG) / HOME, Economic Development, County Fair, Dog Services and our partnership with Marion County Extension and 4-H Service District, which all support achieving the Department's mission by making wise investments today for healthy, viable communities in the future.

THE POSITION

Why Community & Economic Development? Community and economic development work builds healthy, resilient communities. Marion County brings together public and private resources to support local economies, housing, infrastructure, workforce, and community development. Through economic development projects and federal CDBG / HOME investments, our team helps communities address local needs and expand opportunities for residents, businesses, and families. If you have diverse interests and want to contribute to lasting community impact, this work offers a rewarding career with room to grow.

Why Marion County? Guided by the Marion County Board of Commissioners, our team supports rural and urban communities through projects, grants, and contracts that create lasting benefits for residents, businesses, and families. In your role, you will support Economic Development and CDBG / HOME programs, helping turn public investments into meaningful results while gaining opportunities to contribute, learn, and make a positive impact throughout Marion County.

JOB DUTIES

Contracts Duties

- Develops, coordinates, and processes the department's contracts and agreements including negotiating, writing, auditing, analyzing budget impacts, and monitoring department's compliance with rules, statutes, and policies and procedures. Amends contracts based upon changes in contract amount, service type or special conditions.
- Prepares requests for proposals or routine letters of agreement between the department and other county departments, government agencies or outside parties; acquires quotes, conducts bidder's conferences; participates in review of contractor proposals.
- Prepares advertisements, bid documents, paperwork, and correspondence to vendors and recommendations to Business Services for the Board's approval.
- Monitors and audits contractor compliance.
- Coordinates the maintenance of all department contract document records, including required support documentation.
- Completes journal entries and performs accounts payable function for department service contracts.
- Prepares monthly, quarterly, and annual reports as required.
- Works with County Contract Administrator.

Purchasing Duties

- Reviews department-wide purchase order requests for correct procedures and budget criteria.
- Works with departments or divisions to ensure that proper purchasing guidelines and budget criteria are followed.
- Process purchase orders and contract release orders as required for all department purchases and revenue received.
- Reviews supply levels, reviews weekly inventory status reports, and orders supplies as necessary.
- Utilizes Internet to access state price agreements and suppliers/vendors to obtain highest quality merchandise at lowest possible prices.
- Provides technical support to department management staff, research issues, prepares analysis, recommendations and written reports. Reviews purchases for cost savings to department.
- Works with County Purchasing Coordinator
- Performs other duties as assigned by your supervisor.

Other Job Duties

- Performs related duties as required.
- Drives to and from meetings throughout Marion County.

MINIMUM REQUIREMENTS

Experience and Training

1. Graduation from high school; **AND**
2. Four (4) years of governmental contracting or purchasing and inventory control process experience; **OR**
3. Two (2) years of college course work in business administration, accounting, engineering, or related work; **AND**
4. Two (2) years of progressively responsible experience in contract development and management or purchasing and inventory control process experience; **OR**
5. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

SPECIAL REQUIREMENTS

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- The finalist for this position may be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- This assignment is represented by a union.
- This is a full-time position, which is eligible for overtime.
- Typical Work Schedule: Monday through Friday, 8:00 a.m. – 5:00 p.m., with flexibility depending upon the needs of the department and program.

COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program. The initial wage range for this position is based on the qualifications and experience of the candidate selected.

Benefits Include:

Insurance coverage:

- ♦ Medical, prescription, vision and dental plans covering employees and dependents with low or no employee premium share
- ♦ Employer paid basic life insurance
- ♦ Employer paid accidental death and dismemberment plans
- ♦ Employer paid long-term disability plan

Retirement benefits:

- ♦ Participation in the PERS IAP - Employer pays the 6% employee contribution
- ♦ (457) deferred compensation plan option

Annual paid leave:

- ♦ 13 vacation days
- ♦ 12 sick leave days
- ♦ 10 holidays
- ♦ 2 personal days

HOW TO APPLY

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

Marion County does not accept mailed, delivered, faxed, or e-mailed applications.

If you have questions about this position, please call (503) 566-3949 or e-mail HRRecruitment@co.marion.or.us

EQUAL EMPLOYMENT OPPORTUNITY: Marion County will give consideration to all qualified applicants for appointment without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.

To ensure the broadest range of services to individuals with disabilities, Marion County is prepared to make necessary arrangements. Please call at least two (2) working days in advance for services.