



MULTNOMAH COUNTY
invites applications for:

Contract Specialist

Job #:	6015-22
Opening Date:	06/11/15
Closing Date/Time:	06/25/15 11:59 PM
Salary:	\$24.99 - \$30.73 Hourly \$4,348.26 - \$5,347.02 Monthly \$52,179.12 - \$64,164.24 Annually
Job Type:	Full-Time Regular
Location:	Lincoln Building, downtown Portland
Department:	Health Department

OVERVIEW:

THIS WORK MATTERS!

[Multnomah County Health Department has a vision that includes you...Healthy People in Healthy Communities.](#) Join a team that includes Portland's most outstanding healthcare professionals!

- ***Are you contracts professional who is looking for an exciting new opportunity?***
- ***Are you recent graduate ready to start your career?***
- ***Do you have a passion for public service or want to use your business talents to better the community?***
- ***Are you looking for an opportunity where you will build partnerships, work with a multi-disciplinary team and make a difference in the community?***

If so, we are looking for you!

Business Services is responsible for providing all accounts payable, contracts, procurement, purchasing, grant accounting, budget development and monitoring and support for the Health Department. We strive to be recognized for our enthusiasm, pro-active approach, and innovative problem solving.

The Contract Specialist position develops Health Department Business Services procurements and/or contracts for our programs. Contracts should be clear, accurate, and well written and the Contract Specialist must use applicable rules, policies and procedures, and consistently be timely. This position assures accountability in the spending of public funds.

As the Contract Specialist you will be responsible for:

- Contract/procurement planning, development & program support
- Creation of procurement & fiscal documents in computer systems
- Technical writing (letters, memos, forms, procurement documents, contracts) of legally sufficient documentation
- Coordination for procurement and/or contracts support (work with various departments and staff & stakeholders)

Diversity and Inclusion: At Multnomah County, we don't just accept difference; we value it and

support it to create a culture of dignity and respect for our employees. We are proud to be an Equal Opportunity Employer.

TO QUALIFY:

We will consider any combination of relevant experience, education and transferable skills as qualifying unless an item or section is labeled required. Please be clear and specific about how your background is relevant.

Experience: Fully describe your paid or unpaid job duties and include the number of hours you have worked per week for each position on your application. We give full credit for relevant part-time work experience 20 hours or more per week. Any relevant experience less than 20 hours per week will receive partial credit.

Education: Include information about any college and/or advanced degrees earned. Include any quarter/semester credit hours earned if you have not completed a degree. In general, we consider international education equivalent to education obtained in the United States.

Transferable skills: Your transferable skills are any skills you have gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills on your application and clearly explain how they apply to this position.

A typical way to qualify is as follows:

Minimum Qualifications/Transferable Skills:

- Bachelor's degree from an accredited college or university with major coursework in the area of human/social services, business or a related field, AND
- Two years of increasingly responsible social service or business experience dealing with contract administration.

SCREENING AND EVALUATION:

Application Requirements: The application packet consists of the following:

- **A cover letter:** Cover letter should address why you are interested in the position, the unique talent and skill that you bring to the job, and which of the positions you would like to be considered for.
- **A resume.**

The Selection Process: We expect to evaluate candidates as follows:

1. **Cover Letter and Resume review:** We will review your cover letter and resume to determine whether you meet the minimum qualifications as stated in this announcement.
2. **Phone screen.**
3. **Oral exam:** A scored interview.
4. **Background check and reference checks:** All finalists may be required to pass a thorough background and reference check.

Note: Application information may be used throughout the entire selection process. This process is subject to change without notice.

ADDITIONAL INFORMATION:

Type of Position: This hourly union-represented position is eligible for overtime

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or

participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Questions?

Keri Caffreys, Recruiter
Health Department
421 SW Oak St, Rm 210, Portland, OR 97204
Keri.caffreys@multco.us
503-988-7472

Disclaimer: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Apply Online:
<http://www.multco.us/jobs>
