



MULTNOMAH COUNTY
invites applications for:

Limited Duration Contract Specialist, Business Services

Job #:	6015-29
Opening Date:	10/30/17
Closing Date/Time:	11/07/17 11:59 PM
Salary:	\$25.77 - \$31.69 Hourly \$4,483.98 - \$5,514.06 Monthly \$53,807.76 - \$66,168.72 Annually
Job Type:	Full-Time Limited Duration
Location:	Downtown Portland
Department:	Department of County Human Services

OVERVIEW:

Bring your expertise with contract administration to Multnomah County as we continue to ensure accountability in our spending of public funds. The Department of County Human Services invites applications for a Limited Duration Contract Specialist with Business Services.

This limited duration appointment **cannot exceed 2 years**. The expected start date is **January 2, 2018**.

The eligible list created from this recruitment may be used to fill future regular, limited duration, full or part-time, temporary, or on-call positions.

[This Work Matters - watch our video to learn more.](#)

Your role as the Contract Specialist will be a central component of ensuring accountability in the spending of public funds. You will develop human services procurements and contracts that are clear, accurate, and well written. Your developments will be in accordance with applicable rules, policies and procedures, and will be consistently delivered in a timely manner.

Primary responsibilities include:

- Gathering and advising on the necessary programmatic details required to generate compliant, legally sufficient procurement and contractual documentation.
- Creation of required procurement documents that serve as a foundation for all contracting actions.
- Generation of unique documents with the express purpose of translating programmatic desires and requirements into legally sufficient documentation detailing the procurement and contractual aspects of the department.
- Establish and maintain effective working relationships with program and fiscal staff, managers, county attorneys, central purchasing and contract staff, and community providers to write agreements that benefit the direct service clients and other 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 work experience, volunteering, 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. For details about how we typically screen applications, review our overview on the [selection process page](#).

Minimum Qualifications/Transferable Skills*:

- Bachelor's degree or equivalent practical experience.
- 2 years of increasingly responsible social service or business experience dealing with contract administration.

***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.

SCREENING AND EVALUATION:

The Application Packet: (Attachments will not be reviewed unless specifically requested.)

1. A completed online application
2. A cover letter pasted into the supplemental question portion of your application - Your cover letter should address a) your experience with contracting and/or procurement, including your specific roles and technical writing skills and the types of resources you have used to develop clearly written documents that are defensible in court; b) your experience interpreting state and federal rules, regulations and policies; and c) how your experience and training have given you the ability to establish and maintain effective working relationships with individuals who may have different cultural backgrounds from yourself.

The Selection Process: For details about how we typically screen applications, review our overview of the [selection process page](#). We expect to evaluate candidates for this recruitment as follows:

- Initial review of minimum qualifications
- Cover letter review
- Phone screen or oral exam
- Consideration of top candidates
- Background and reference checks

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference page](#) for details about eligibility and how to apply. The recruiter as listed on the job announcement must receive all required documentation by the closing date of the recruitment.

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.

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 pay.

Note regarding salary placement: New employees and rehires will be paid at the minimum rate in

the range for their classification unless a higher rate is approved by the Appointing Authority.

Questions?

Mark Kille, Recruiter
Department of County Human Services
421 SW Oak St, Portland, OR 97204
mark.kille@multco.us
503-988-7527

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>

Limited Duration Contract Specialist, Business Services Supplemental Questionnaire

- * 1. Please treat this response as though it is your cover letter. It should be limited to no more than the equivalent of one and a half typed pages and it will be scored. The quality of your response may determine if you are moved on to the next review. Your cover letter should address a) your experience with contracting and/or procurement, including your specific roles and technical writing skills and the types of resources you have used to develop clearly written documents that are defensible in court; b) your experience interpreting state and federal rules, regulations and policies; and c) how your experience and training have given you the ability to establish and maintain effective working relationships with individuals who may have different cultural backgrounds from yourself.

* Required Question