



**Salem Area Mass Transit District,
Oregon**

PROCUREMENT & CONTRACTS MANAGER

\$97,653 - \$139,229

Plus Excellent Benefits

Apply by

December 1, 2024

Open Until Filled, Applications Reviewed as Submitted.

PROTHMAN



THE REGION



Headquartered in the city of Salem, Oregon, the Salem Area Mass Transit District, also known as Cherriots, operates within the urban growth boundary of Salem and Keizer. The region is one of the most beautiful and livable areas of the Pacific Northwest, being located in the lush Willamette River valley in central Oregon. Salem is just an hour away from the Cascade mountains to the east and the ocean beaches to the west, and offers year-round outdoor recreation, sports, music, theater, and arts. The region is supported by a diverse economy, including agriculture, education, manufacturing, technology, recreation, and tourism. The region also has easy access to the Portland metropolitan area an hour to the north along the I5 corridor.



Salem is Oregon's capital city, home to nearly 178,000 residents, and covers over 49 square miles. Adjacent to the city of Salem, Keizer is home to 38,306 residents and is known as "the Iris Capital of the World." The Salem/Keizer metropolitan area has a population of over 400,000. Salem is the employment and retail center for surrounding communities in Marion and Polk counties.

Salem provides a great environment for families, with affordable housing, an excellent transportation system, health care services, and an award-winning K-12 school system. Over 13 public or private universities and colleges are located within a 70-mile radius, providing opportunities for both undergraduate and graduate degrees.



Residents of Salem and Keizer have a strong culture of volunteerism and have a demonstrated commitment to community improvement. These communities have worked hard to create an environment with quality services, low crime rates, access to many outdoor and cultural activities, and a strong sense of community that is inclusive of all of the local residents.

The region has numerous parks, many of which are nestled within residential neighborhoods. Many park amenities were volunteer-built, and consist of an amphitheater, trails, playgrounds and sports courts, river frontage, and dog parks.

This vibrant and community-focused atmosphere makes the region not only a great place to live but also a thriving hub for connectivity and growth in the Pacific Northwest.





THE ORGANIZATION

Cherriots is a public transportation agency which continually strives to provide a world-class customer experience. Cherriots is governed by a seven-member Board of Directors, each serving four-year terms and representing one of seven subdistricts. Cherriots operates with an operating budget of \$147.6 million with 265 full-time employees.

Cherriots operates fixed-route transit and paratransit service within the urban growth boundary of Salem and Keizer, and regional express service between communities in Marion, Polk, and Linn counties. Other Cherriots services include Cherriots Shop and Ride, travel training and rideshare information including carpool and vanpool matching. In addition, Cherriots Route 1X is a commuter service that connects Salem with Wilsonville and the Portland Metro area to the North. Cherriots also manages ride share services called Cherriots Commuter Options. The well-maintained Cherriots fleet of 68 Cherriots local buses, 37 Cherriots LIFT (paratransit service), 14 Cherriots Regional express buses, and 3 Cherriots Shop and Ride buses (shopper shuttle and dial-a-ride) run on clean diesel or renewable natural gas. Each are ADA accessible with front-load bike racks.

In FY2024, ridership numbers reached 3,228,783 for local routes, 106,952 for Cherriots regional express, 99,389 for Cherriots LIFT (paratransit), and 4,849 for Shop and Ride services.



THE POSITION

Under the direction of the Chief Financial Officer, the Procurement & Contracts Manager manages, supervises, and coordinates the activities and operations of the procurement and contracts department, including highly technical purchasing services and contracts. This position coordinates assigned activities with other divisions, departments, and outside agencies, provides administrative support to the CFO, and supervises and develops work plans for staff.



The Procurement & Contracts Manager will be responsible for cradle to grave contract and procurement administration and will perform related duties as assigned. This position also serves as the liaison for the procurement/contracts department with other divisions, departments, and outside agencies, and negotiates and resolves issues. This position is approximately 65% procurement and 35% contract administration. The Procurement & Contract Manager will work within a department with 2 FTEs and a 2024 budget of \$374,000.

For a full job description and to view all responsibilities, please view the attachment found [here](#).



OPPORTUNITIES & PRIORITIES

- This is an exceptional opportunity for a proven people manager with demonstrated success.
- As a trusted liaison for the procurement/contracts department with other divisions, departments, and outside agencies, this position will focus on negotiating and resolving issues as they arise.
- After learning the current procurement process at Cherriots, the successful person will implement process improvements to meet best practices and keep process documentation current with improvements as they are implemented.
- The Procurement & Contracts Manager will have an opportunity to build their own reputation as a valued team member and be engaged in an inclusive organizational culture which values kindness, humility, ownership and safety.



IDEAL CANDIDATE

Education and Experience:

- Current Certified Procurement Professional (CPP) certification.
- A minimum of five (5) years in management and ten (10) years of experience in procurement and contract departments.
- A minimum of five (5) years of supervisory experience **OR** Any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities.
- A bachelor's degree in business administration or public transportation **OR** a combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Cherriots reserves the right to determine the equivalences of education and experience.
- Must present the District with a valid Oregon driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.

Necessary Knowledge, Skills, and Abilities:

- Proven leadership as a working manager capable of effectively managing and supporting a co-worker.
- Experience with Procurement System Review, and audit procedures.
- Familiarity with various Federal procurement requirements such as Buy America.
- A commitment to world class customer experience, and the ability to be self-starting and proactive.
- Experience maintaining procurement process manuals.
- Skill administering contracts effectively and maintaining records to support various Federal/State program audits.
- Extensive knowledge of Procurement and Contract compliance and laws pertaining to public procurement and contracting.
- Considerable knowledge of public agency (FTA, DOT, ODOT) purchasing and contracting principles, practices, and techniques.
- Experience with Tyler Munis software or a similar ERP package.

COMPENSATION & BENEFITS

- **\$97,653 - \$139,229 DOQ**
- Medical and Prescription Insurance (100%)
- Vision and Hearing Insurance (100%)
- Dental Insurance (100%)
- HRA VEBA - \$1,500 Annually
- 12 Days of Sick Leave
- 8 Days of Admin Leave
- Vacation Leave – Starting at 10 Days/Year
- 10 Paid Holidays
- Long Term Disability Insurance
- Voluntary Supplemental Term Life Insurance
- Life Insurance and AD&D
- Employee Retirement Profit Sharing Plan. District contributed 5% of employee earnings, and matches up to 5% of employee 457 contributions
- Deferred Compensation Plan
- Legal and Identity Protection
- Flexible Spending Account
- Employee Assistance Program
- Cherriots Bus Pass & Family Bus Pass
- Possible Relocation Assistance



For more information on Cherriots,
please visit: www.cherriots.org

Cherriots (Salem Area Mass Transit) is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **December 1, 2024** (open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "Open Recruitments", select "**Cherriots, OR – Procurement & Contracts Manager**", and click "**Apply Now**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the Prothman website as instructed on the form.



www.prothman.com

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