



The Oregon Secretary Of State's Business Services Division is Recruiting for a

Senior Procurement & Contract Specialist (Procurement & Contract Specialist 3)

Application Deadline: 10/05/2026



MONTH/NON-PERS*

\$6,318 - \$9,705



MONTH/PERS*

\$6,696 - \$10,286

ABOUT THE AGENCY

The Oregon Secretary of State is one of three constitutional offices created at statehood. As an independent constitutional officer, the Secretary of State answers directly and solely to the people of Oregon.

Our Mission

Build trust between the people of Oregon and our state government so that public services can make a positive impact in peoples' lives.

Our Vision

We envision an Oregon without barriers, where we lead with our values and believe every voice should be heard. We do so by:

- Building equitable access to our democracy.
- Making tools easily available to achieve economic success.
- Ensuring state resources are used sustainably, efficiently and accountable to the public.
- Honestly acknowledging Oregon's history.

The Secretary of State employs approximately 245 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources.

Our Values

Access For All

We elevate equity through identifying and actively eliminating barriers.

Authenticity

We have integrity and are honest and true to ourselves and others.

Clarity

We share stories, using plain language to increase understand and impact.

Respect

We are committed to serving the people of Oregon and strive to understand all viewpoints.

Service

We are responsive and prioritize the needs of current and future Oregonians we serve.



CLASSIFICATION: Procurement & Contract Specialist 3

WORKING TITLE: Senior Procurement & Contract Specialist

CLASS NUMBER: C0438

ANNOUNCEMENT NUMBER: REQ-206387

WHAT YOU WILL DO:

In this position you will administer the full scope of complex procurement activities, from concept to close, for all contracts and procurement for the Agency. In addition, you will serve as the subject matter expert and technical assistance source for interpretation of Procurement and Contract laws, rules and regulations.

This is accomplished in part by, but not limited to:

Contract Administration

- Review and monitor contracts for compliance with schedule, established deliverables and budget.
- Investigate, analyze, and resolve problems and challenges to ensure timely correction of contract compliance issues.

Procurement

- Interpret and apply federal and state procurement and contracting laws and regulations, as well as Agency rules, policies and procedures.
- Conducts and oversees large complex and highly visible and politically sensitive procurements of goods and services.

Research and Analysis

- Perform market research and collaborate with business partners to create comprehensive requirements.
- Use industry knowledge to assist business partners in developing requirements to satisfy the business needs.

Training

- Design and conduct training on the agency's eProcurement system, contract, and procurement policies and procedures.
- Provide training and coaching for new and existing team members.

For explicit duties, please request a copy of the position description from HR.SOS@SOS.oregon.gov.



Your application must demonstrate education and/or experience in the following:

TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our desired qualifications listed.

Five years procurement and contract experience related to the position such as developing and administering standard contracts, agreements, or solicitations.

OR

A **bachelor's degree*** and **two years** of professional-level procurement and contract experience related to the position.

OR

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

Special Qualifications:

- Must possess or have the ability to possess the DAS Contract Administration Training Certification and Oregon Procurement Basic Certification.
- Must possess a thorough knowledge of applicable federal and state laws, rules and regulations affecting the purchasing and procedure processes.
- Must be able to use and understand the electronic purchasing systems and contracting regulations.

*All applicants using their education to meet the position requirements must submit a copy of all transcripts no later than interview to receive credit for college degrees or coursework. Credits must be from an accredited college or university. Transcripts must include name, coursework and indicate that a degree was obtained. On-line transcripts are acceptable for application. A copy of official transcripts will be required at time of hire.



TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our desired qualifications listed.

As the most competitive candidate, your application will demonstrate the following requested skills and experience:

- Excellent written and verbal communication skills - ability to communicate clearly and concisely to engage with a wide and diverse audience.
- Experience with planning, negotiating, procuring, administering and closing a procurement lifecycle.
- Ability to communicate at all levels of the organization effectively and professionally, and with stakeholders outside the organization.
- Ability to organize work assignments and manage time efficiently.
- Organizational skills - ability to plan work and follow up on task assignments while meeting overlapping deadlines in a fast-paced environment.
- Possess leadership qualities (business acumen, good judgement, empathy).
- High attention to detail and accuracy.
- Professional level writing experience which includes drafting a variety of communications using word processing software, proof reading, and strong typing skill.
- Eagerness to learn, adapt, and take initiative.
- Demonstrated procurement experience with large IT projects.
- Strong knowledge of Oregon's Public Procurement Statutes and Rules and experience conducting/advising on procurement transactions exceeding \$150,000.
- ***Preference may be awarded to candidates who hold a Certified Professional Public Buyer (CPPB) and/or Certified Professional Public Officer (CPPO) certification.***

In-state remote working arrangements may be available upon manager approval.

For more information about the Oregon Office of Secretary of State, please visit: [State of Oregon: Oregon Secretary of State](#)



How to Apply

This recruitment will close on Monday, October 05, 2026, at 11:59 pm

Current State of Oregon employees
must apply in Workday under the
Career worklet here:

[Apply Here](#)

Non-state of Oregon employees
must apply here:

[Apply Here](#)



We are not looking for people who are looking for a job, we are looking for people who want to serve the State of Oregon and make a difference in others' lives.

ADDITIONAL INFORMATION

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

Application materials must be received by the close date and must be complete and legible. The Secretary of State's office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, Workday system.

No exceptions will be made.

Please pay special attention to the application instructions in the announcement to ensure your application materials are submitted correctly.

Veteran's Preference:

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action.

If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service-connected pension. Disabled Veteran's must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

The Secretary of State's Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience, and training. Please note that your response will also be evaluated for grammar, spelling, and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

The Oregon Secretary of State is an equal opportunity, affirmative action employer committed to a diverse, inclusive and welcoming workplace.



THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children's sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour's drive north of Salem is Portland, Oregon's cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.



[The Willamette Valley](#)



[Salem](#)



[Wilsonville](#)



[Portland](#)

COMPENSATION AND BENEFITS

What's in it For You

Family Friendly Work Life Balance

(Paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).

Take Care of Yourself and Your Family

(Comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).

Celebrate Uniqueness

Diversity and **inclusion** are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely

mirrors the residents of our community. We learn from and respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

Invest in Your Future:

(Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).

Be Appreciated

(Employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).

ADA

At the Secretary of State, we value community and foster a sense of belonging for our employees.