

November 6, 2025**Recruitment Announcement
Procurement Administrator****Position Salary Range:** \$87,829.15 - \$125,223.37**Excellent Benefits Package****First Review of Applicants:** December 5, 2025**Who We Are:**

The Salem Area Mass Transit District, known as Cherriots, is a great public transit system. We work hard every day to give our customers the best experience possible. We provide local, regional, and paratransit services in Marion and Polk counties. But we do more than just transportation. We help people get to jobs, shopping, and schools. We help businesses find more workers. We ensure that people can enjoy recreational, social, faith-based, and other activities without needing a car.

Cherriots is an equal opportunity employer that aims to create a workforce that reflects our diverse community. We are committed to creating an inclusive environment for all employees and encourage individuals from all backgrounds to apply.

About the Role:

Under the general direction of the Senior Manager, Project and Contract Administration, the Procurement Administrator facilitates professional-level procurement and contract administration functions for Cherriots. This position is responsible for the full lifecycle of procurement, purchase, and contracting processes from solicitation through contract award and management, administration, and closeout, ensuring compliance with applicable federal, state (ORS 279 A/B/C), and local laws and regulations.

This is a non-supervisory role, responsible for handling complex procurements and purchases, including goods, services, public works, and professional/technical services. Closely collaborates with internal departments, vendors, legal counsel, and external stakeholders to ensure transparent, efficient, and legally sound procurement practices. Cherriots brand promise is providing world-class customer experiences every minute of every day. World-class customer experiences is a critical component of this position and will be a vital strategy for interactions, both internally and externally.

Duties:

Procurement & Solicitation

- Develop and manage competitive solicitations (e.g., ITBs, RFPs, RFQs) in compliance with public procurement laws and internal policies.
- Advise staff on procurement planning, scope of work development, and appropriate solicitation methods.
- Conduct pre-bid/proposal meetings, facilitate public bid openings, and document vendor responses.
- Administer bid evaluations, vendor debriefings, bid protests, and Source Evaluation Committees for selection processes.
- Post solicitations, notices, and awards to the OregonBuys system and/or other appropriate platforms.

Contract Development & Administration

- Draft, negotiate, and coordinate review of contract documents (goods, services, construction, A&E) in collaboration with legal counsel.
- Ensure contracts reflect legal and procurement requirements, including prevailing wage, insurance, Disadvantaged Business Enterprise (DBE), Buy America, and other compliance obligations.
- Track contract performance, monitor deliverables, and support departments in contract oversight.
- Manage amendments, extensions, and closeouts in accordance with funding and compliance guidelines.

Compliance & Policy Support

- Maintain knowledge of and ensure adherence to federal (e.g., FTA Circular 4220.1), state, and local procurement laws.
- Evaluate contractor qualifications, licensing, and bonding as needed.
- Ensure compliance with Davis-Bacon Act, state prevailing wage law, and certified payroll documentation.
- Participate in internal and external audits and prepare supporting documentation.
- Provide training, support, and guidance to staff on procurement and contracting policies and procedures.

DBE/MBE and Outreach Support

- Support implementation of DBE and Minority Business Enterprise (MBE) programs.
- Conduct outreach activities and assist with tracking DBE participation on applicable projects.
- Collaborate with the DBE Liaison Officer (DBELO) and provide data as required.

Project & Financial Coordination

- Assist with project budgeting, funding strategies, and grant compliance related to procurement activities.
- Coordinate procurement-related reporting and recordkeeping to support grant drawdowns and cost accounting.
- Maintain procurement and contract records in accordance with applicable retention schedules.

General Duties

- Analyze procurement trends and recommend policy or procedural improvements.
- Participate in cross-functional project teams and special initiatives as assigned.
- Identify and recommend process efficiencies in procurement and contract administration.
- Evaluate procurement project files using the established solicitation and contract checklists. Ensure files follow the checklists and update them as needed to ensure checklist compliance. Conduct regular and often file audits to ensure the Cherriots is prepared for audits and is consistent.
- Performs additional duties as assigned.

What You Will Need to Be Successful in This Role:

Knowledge Of

- Oregon public procurement laws (ORS 279A/B/C), Attorney General's Model Rules, and FTA procurement requirements.
- Principles and best practices of public purchasing, competitive bidding, and contract negotiation.
- Federal compliance requirements, including Davis-Bacon, Buy America, and DBE program rules.
- Contract law and risk management fundamentals (e.g., indemnity, insurance, licensing).

Skill In

- Developing complex solicitations and contract documents with clarity and legal sufficiency.
- Managing multiple procurement projects with varying scopes and deadlines.
- Effectively using procurement and financial systems, including Microsoft Office, Google, and OregonBuys.
- Communicating clearly, both orally and in writing, with vendors, internal departments, and external agencies.

Ability To

- Interpret and apply laws, regulations, and policies in a public agency environment.
- Analyze and resolve procurement and contract issues independently and proactively.
- Maintain confidentiality and exercise sound judgment.

- Work collaboratively with diverse stakeholders and maintain positive vendor relationships.
- Prioritize tasks and adapt to changing workload demands and priorities.

Education and Experience:

- Bachelor's degree in Business Administration or Public Administration.
- Three years of progressive experience in procurement, contracting, or grant-funded project administration. Experience with federally funded procurement strongly preferred. NIGP-CPP or CPPB certification is desirable. Public Sector employment is a plus.
- Candidates with any satisfactory combination of related experience and training that equips them with the required knowledge, abilities, and skills for this position are encouraged to apply. Cherriots reserves the right to determine the equivalences of education and experience.

Special Requirements:

- Must present Cherriots with a valid Oregon driver's license and maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.
- Successfully pass a background check and an education verification, if applicable.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally lifting or moving up to 30 pounds is also required.

Working Conditions

- Duties are performed primarily in an office environment.
- Must travel occasionally to attend meetings and conferences. May occasionally have to drive or take the bus to perform position functions.

To Apply:

Applications are preferred over resumes.

If you have any questions about the application or selection process, or if you need an accommodation at any stage, please contact our Human Resources Specialist at recruitment@cherriots.org or 503-361-7502. They're your go-to resource for anything related to the application process.

To obtain an application:

- Email: Request that an application and recruitment announcement be sent by emailing recruitment@cherriots.org.
- Internet: Download the application in Microsoft Word format (.doc) or Adobe Acrobat format (.pdf) from Cherriots' careers page. <https://www.cherriots.org/careers/>
- Telephone: Request that an application be sent to you by calling the Human Resources Department at 503-588-2424.
- Fax: Request that an application be faxed to the Human Resources Department at 503-361-7532.
- Mail: Request an application via mail.
Cherriots
Attn: HR Specialist, Human Resources Department
555 Court St NE, Suite 5230
Salem, OR 97301

Selection Process:

- The candidate will be notified via email within two weeks of submitting their application regarding the status.
 - Resume review
 - Application review
 - Panel interview
 - Criminal background check
 - Education verification, if applicable



SALEM AREA MASS TRANSIT DISTRICT
Exempt, Non-Bargaining Benefits
as of 7/1/2025

At time of hire

- **Sick Leave** - 3.70 hours, accrued bi-weekly.
- **Admin Leave** - 2.47 hours, accrued bi-weekly.
- **Vacation Leave** - Accrued bi-weekly. Accrual schedule starts at:
0-2 years of service | 3.08 hours bi-weekly | 10 days per year
- **10 Paid Holidays per year**
 - New Year's Day
 - Martin Luther King Jr. Day
 - Presidents Day
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Christmas Day
- **Health Retirement Account** - HRA VEBA - \$1,500 provided by District annually, prorated contribution at time of hire.
- **Employee Assistance Program (EAP)** - Canopy - Confidential support for life's challenges, including mental health and grief counseling, financial and legal resources, and more. Premium is 100% paid by the District.
- **Universal Bus Pass** - Ride Cherriots buses for free.

Starting the first day of the month following hire date

- **Medical and Prescription Insurance** - PacificSource or Kaiser Permanente - Premium is 100% paid by the District.
- **Vision and Hearing Insurance** - Ameritas/VSP - Premium is 100% paid by the District.
- **Dental Insurance** - Delta Dental / MODA - Premium is 100% paid by the District.

MORE
BENEFITS





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After completion of Trial Service

- **Long Term Disability Insurance** - Reliance Standard.
- **Life Insurance, Accidental Death & Dismemberment Insurance** - Reliance Standard.
 - \$50,000 for employee - 100% paid by District.
 - \$2,000 for spouse - 100% paid by District.
 - \$1,000 for dependents - 100% paid by District.
- **Employee Retirement Profit Sharing Plan** - MissionSquare Retirement.
 - The District contributes 5% of employee's earnings, and;
 - The District matches up to 5% of employee 457 contributions.
- **Family Bus Pass** - Eligible dependents ride free.

Voluntary employee funded benefits

- **Voluntary Supplemental Term Life Insurance** - Reliance Standard.
 - Guaranteed issue of \$100,000 for employee, \$20,000 for spouse, and \$15,000 for child(ren).
- **Deferred Compensation Plan** - MissionSquare Retirement.
- **Legal and Identity Protection** - LegalShield and IDShield.
- **Flexible Spending Account (FSA)** - Professional Benefits Services.

NOTE:

This is a summary of benefits provided by Salem Area Mass Transit District for employees and dependents. It should not be construed as full or final information on these benefits, which are subject to change. For complete details and requirements, please refer to Personnel Policies and Contract of Insurance.