

March 3, 2026**Recruitment Announcement
Procurement and Contracts Analyst****Position Hourly Range: \$37.57 - \$53.58
Excellent Benefits Package****Open Until Filled****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 administrative direction of the Senior Manager, Project and Contract Administration, the Procurement and Contracts Analyst performs a wide variety of administrative and technical duties of more than average complexity, coordinating contracting and purchasing activities for Cherriots.

Duties:

- Draft, review, negotiate, execute, and administer contracts, purchase orders, Invitations to Bid (ITBs), Requests for Proposals (RFPs), Requests for Quotes (RFQs), and Requests for Qualifications (RFQs), ensuring compliance with applicable federal, state, and local regulations, Cherriots policies, and grant requirements.
- Plan, coordinate, and execute vendor selection processes in accordance with Cherriots procurement policies and procedures, including preparation of solicitation documents based on approved specifications and scopes of work.

- Conduct pre-bid and pre-proposal conferences; respond to vendor requests for information; receive, review, tabulate, and analyze bids and proposals; participate in evaluation processes; and assist in preparing recommendations for contract award and Board action.
- Identify, evaluate, and manage vendors; negotiate terms and conditions; resolve contract issues and disputes; monitor vendor performance and compliance; and recommend corrective actions or improvements as needed.
- Develop procurement strategies and plans; research market conditions and industry trends; conduct cost, price, and cost-benefit analyses; forecast price trends and product availability; and recommend sources for supplies, equipment, and services.
- Establish and maintain effective working relationships with vendors, cooperative purchasing organizations, and state procurement partners; maintain knowledge of State of Oregon price agreements, cooperative contracts, and other available purchasing resources.
- Analyze procurement and contract data; prepare reports; maintain accurate records; and ensure procurement and contract files are complete, organized, and audit-ready.
- Maintain and update contract management and procurement systems, including posting required notices and documentation in the OregonBuys system and other applicable platforms.
- Ensure compliance with federal and state procurement requirements, including but not limited to FTA regulations, grant conditions, and Cherriots policies; coordinate with the Project Management Office, Project Advisors, and other stakeholders to obtain required reviews and approvals.
- Perform procurement file audits using established checklists; identify deficiencies; and take corrective action to ensure full compliance and audit readiness.
- Develop, maintain, and update standard contract templates; recommend improvements to contracting and procurement policies, procedures, and practices; and assist with the development of Procurement policies and guidelines.
- Analyze, document, and communicate vendor performance metrics; prepare performance evaluations; and make recommendations regarding contract continuation, modification, or termination.
- Assist with coordination and support of Cherriots Disadvantaged Business Enterprise (DBE) and Minority Business Enterprise (MBE) programs, including outreach activities and preparing state and federal reports, in collaboration with the DBE Liaison Officer (DBELO).
- Assist with accounting for procurement expenditures related to grant-funded activities in collaboration with Accounts Payable, Receivable, and the Grant and Budget Manager; maintain required procurement and contract documentation to support grant compliance and audits.

- Respond to inquiries from Cherriots staff, vendors, and the public regarding procurement and contracting matters; provide guidance on purchasing procedures and best practices. This position is laser-focused on providing exemplary customer service to internal stakeholders as well as external vendors.
- Participate in and facilitate public meetings, negotiations, and other procurement-related engagements as required.
- The ability to consistently adhere to a defined work schedule, and be present onsite, is crucial to the successful performance of this role's job duties and responsibilities because the essential duties of this role require reliable presence for planned or unplanned in-person meetings, and other interactions necessary to operate efficiently, including the communication of assignments to and from managers, and other day-to-day activities to serve internal and public access needs.
- Perform additional duties as assigned.

What You Will Need to Be Successful in This Role:

- Knowledge of public-sector procurement principles, practices, and techniques, including competitive solicitations, contract administration, and vendor management.
- Knowledge of applicable federal, state, and local laws, rules, and regulations governing public procurement and contracting, including Oregon public contracting requirements and grant-funded procurement standards.
- Knowledge of contract language, terms and conditions, and risk allocation used in public-sector agreements.
- Knowledge of procurement systems, contract management practices, and recordkeeping requirements necessary to ensure audit readiness and regulatory compliance.
- Knowledge of Disadvantaged Business Enterprise (DBE) and Minority Business Enterprise (MBE) program requirements and outreach principles.
- Strong analytical and quantitative skills, including the ability to analyze procurement data, costs, bids, and proposals; conduct cost and price analyses; and evaluate vendor performance.
- Skill in planning, organizing, and managing multiple procurement and contracting activities simultaneously while meeting deadlines and maintaining detailed and accurate documentation.
- Skill in researching markets, evaluating products and services, forecasting price trends, and identifying alternative sources or substitutions.
- Skill in drafting, reviewing, and administering procurement documents and contracts, including ITBs, RFPs, RFQs, scopes of work, task orders, and contract amendments.
- Skill in the use of personal computers and modern business software, including word processing, spreadsheet, database, and enterprise resource planning (ERP) systems; advanced proficiency with spreadsheet applications such as Microsoft Excel and Google Sheets.

- Skill in maintaining organized, complete, and audit-ready procurement and contract files.
- Skill in facilitating meetings, negotiations, and vendor communications in a professional and effective manner.
- Collect, analyze, and interpret quantitative and qualitative data and make sound recommendations related to procurement strategies, vendor selection, and contracting decisions.
- Communicate clearly, concisely, and effectively, both orally and in writing, with Cherriots staff and vendors.
- Interpret and apply procurement policies, procedures, and regulations, and provide guidance to staff on best procurement practices.
- Work independently, exercise initiative, and be proactive in identifying issues, risks, and opportunities for improvement.
- Manage sensitive and confidential information with discretion and professionalism.
- Interact with others using courtesy, tact, diplomacy, and good judgment, and serve as a positive and professional representative of Cherriots.
- Work cooperatively with others, foster positive working relationships, and contribute to a collaborative team environment.
- Meet time, quality, and quantity expectations while carrying out assigned duties and responsibilities.
- Perform job functions safely.

Education and Experience:

- Bachelor’s degree, preferably in Business or Public Administration.
- Three (3) to five (5) years of procurement and contracts experience; Public Sector employment 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
Non-Bargaining Benefits
as of 7/1/2025

At time of hire

- **Sick Leave** - 3.70 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 Cherrlots 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 



SALEM AREA MASS TRANSIT DISTRICT

Non-Bargaining Benefits

as of 7/1/2024

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.