

POSITION: Procurement Specialist/Buyer I & II (Exempt)

SALARY: See Position Description

OPENING DATE: 11/24/21

CLOSING DATE: 12/15/21 05:00 PM

GENERAL INFORMATION:

The Port of Portland is a gateway to the globe, we operate multiple airports, marine terminals and business parks that connect people and passengers, drive economic growth and improve our region's quality of life. The Procurement Specialist is responsible for developing, soliciting, evaluating, and purchasing Port-wide goods, trade services and personal services through a variety of solicitation methods. Some of the methods for procurement will include Invitation to Bid (ITB), Request for Proposal (RFP) and Request for Qualifications (RFQ).

If you embody a sense of team-oriented camaraderie, have good humor in the workplace and embrace the value of providing excellent customer service, this might be the job for you. The successful candidate will exhibit a strong sense of team-orientation, is highly collaborative, who embraces the value and importance of service. This individual will understand and wholly embrace our commitment to regional shared prosperity, safety, diversity, inclusion and advancing practices, strategies and policies that achieve equitable outcomes.

Annual Salary:

Buyer I: \$49,874 - \$75,231

Buyer II: \$64,203 - \$98,386

NOTE: The Port of Portland is committed to ensuring the health and safety of our employees and community. As part of this commitment, all Port employees are required to be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation as a condition of employment. **Candidates must provide proof of vaccination or have an approved exception and accommodation prior to beginning work at the Port.**

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Act as the primary procurement contact for business groups as assigned by supervisor
 - Process all assigned business group requisitions, develop solicitations, manage procurement processes for group
- Execute and amend contracts as necessary:
 - Issue task orders, contracts and contract amendments, and purchase orders for business groups
 - Accurately input and extract data within the contract and procurement department electronic tracking system and online vendor portal
- Support business groups by providing consultation services on procurement processes and procedures and guide them throughout their individual procurement projects
- Participate in team projects as directed by Team Leader or Procurement Manager
 - Report and recommend suggestions for process and procedure improvements

MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:

MINIMUM REQUIREMENTS:

- Bachelors degree in business administration, supply chain management or a related degree is preferred; or, the equivalent combination of education and/or relevant experience is required.
- Minimum of three (3) years' experience in contracts management, procurement, buying, purchasing, or material management is required. **NOTE: Candidates with fewer years of experience may be considered for the Buyer I position.**
- Experience in working with electronic procurement/purchasing systems.
- Knowledge and experience related to contract administration and contract terms.
 - Understanding of principles, theories and concepts of purchasing materials and services practices is required.
 - Familiar with Oregon Revised Statutes and Federal (USDOT & FAA) regulations pertaining to procurement and contracting is preferred.
 - Experience in working with public or private vendors and agreements is preferred.
- The following certificates are desired but not required to apply for this role:
 - Universal Public Purchasing Certification Council
 - Certified Professional Public Buyer (CPPB)
 - Certified Public Purchasing Officer (CPPO)
 - NIGP Certified Procurement Professional (NIGP-CPP)
 - Institute of Supply Management
 - Certified Professional in Supply Management (CPSM)
 - Construction Specification Institute
 - Construction Documents Technologist (CDT)
 - NIGP Specialization Certificate: Technology Procurement

SKILLS AND ABILITIES:

- Skilled at negotiating contracts and or agreements.
- Proven ability to accurately input and retrieve data as well as format and produce correspondence and documents.
- Demonstrated ability with applying basic accounting principles and performing basic and advanced math functions.
- Skilled at providing a high level of service delivery to the customer while ensuring compliance with all applicable laws, regulations, rules and policies.
- Ability to:
 - Demonstrate the Port's commitment to valuing differences among individuals and passion for being inclusive.
 - Ability to express ideas clearly in written and oral communication.
 - Organize workload and prioritize tasks to meet changing priorities and deadlines.
 - Work effectively in collaboration with superiors, peers and team members.
 - Analyze and solve problems of moderate to complex variety of problems.
 - Exercise judgment and actions within defined practices and policies where problems and situations can be unique and require the collection and interpretation of information.
 - Promote a workplace safety culture as a guiding principle.

ADDITIONAL INFORMATION:

- **Safety:** The Port promotes safety as a guiding principle and practice in accomplishing work by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.
- **Diversity and Inclusion:** At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- **EEO/Affirmative Action Policy Statement:** The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status,

disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.

- **Veterans Preference:** Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- **Background Checks and Drug Testing:** The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.
- **ADA Accommodation:** Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.portofportland.com/Careers>

Position #01399
PROCUREMENT SPECIALIST/BUYER I & II (EXEMPT)
WE

7200 NE Airport Way
Portland, OR 97218
503-415-6000

Procurement Specialist/Buyer I & II (Exempt) Supplemental Questionnaire

- * 1. How many years of experience do you have in procurement, buying/purchasing, contracting and contract management?
 - Less than 3 years
 - 3 years
 - 3-5 years
 - 5 years and beyond
- * 2. Do you have any experience with working within a public procurement environment?
 - Yes No
- * 3. Please indicate which position you feel you are best suited for as it relates to your experience.
 - General Goods & Services, Personal Services
 - Maintenance/Repair/Operations, Trade Services
- * 4. If you hold any certifications please list them.
- * 5. Do you have any familiarity of Oregon/Federal Statutes related to procurement and contracting?
 - Yes No
- * 6. Please explain how you are uniquely qualified for this role.
- * Required Question

