

CAREER OPPORTUNITY



Management Analyst 1

(Contracts & Procurement)

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We're looking for a qualified Sheriff's Office **Management Analyst 1** to fill a vacant, full-time position. This position performs a variety of financial duties and conducts analysis of a complex nature that requires the use of independent judgment and accuracy.

The Management Analyst 1 is the entry-level position in the professional Management Analyst classification series. The individual selected for this position will work independently to complete a variety of operational and accounting functions for the Sheriff's Office, with a focus on purchasing and procurement.

The primary duties of the individual assigned to this position will be coordinating all contracts and agreements for the Clackamas County Sheriff's Office (CCSO) and serving as the primary person responsible for all the CCSO's procurement needs.

Additional duties include assisting with reconciliation of financial transactions and conducting grant research to assist those writing grant proposals.

Duties are performed in accordance with established procedures and specific instructions.

Required Minimum Qualifications / Transferrable Skills:

- At least three (3) years of relevant experience in purchasing and procurement. (Education may not substitute for the required relevant experience.) Purchasing and procurement experience includes requesting bids and quotes from vendors, preparing detailed purchasing request forms, facilitating the formal request for proposals (RFP) process, and preparing and submitting contract request packets for goods and professional services.
- Ability to establish or recognize priorities, organize tasks and projects, and work independently.
- Skill to interpret and process financial documents according to established procedures.
- At least one year of experience developing contracts for goods or professional services.
- Must pass a post-offer, pre-employment drug test.
- Must pass an extensive background investigation, including national fingerprint records check.

Preferred Special Qualifications / Transferrable Skills:

- Experience working in local government finance.
- Experience identifying viable grant applications and conducting related research.
- Proficiency in the use of Microsoft Excel, ability to utilize the remainder of the Microsoft Office Suite software.
- Skill to independently analyze and problem-solve issues as they arise.
- Experience with large enterprise software packages (ERP).

APPLICATION WINDOW:

CLOSES: Weds., Aug. 21, 2024 @ 11:59 p.m. (Pacific)

PAY & BENEFITS:

Annual Range: \$71,442.06 - \$91,281.70

Hourly Range: \$34.34 - \$43.88

+ Excellent Benefits
(represented by the Clackamas County
Peace Officers' Association)

APPLY ONLINE:

<https://hrapp.clackamas.us/recruit/jobinfo.html>

QUESTIONS:

Lindsay White, HR Analyst

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@ClackCoSheriff