





Organize and present clear and concise reports of findings and recommendations related to assigned activities.  
Understand, interpret, apply and explain complex laws, rules, regulations related to government purchasing and contracting.  
Provide internal consultation services.  
Adapt to changing work priorities while meeting timelines and deadlines.  
Model ethical behavior and communicate high expectations of ethical behavior to others.  
Maintain confidentiality of highly sensitive information.  
Act judiciously under pressure.  
Provide training, work direction and guidance to designated staff.  
Communicate effectively both orally and in writing.  
Operate a variety of office machines, technologies and software.

**Education, Training and Experience:**

The Contract Analyst requires a Bachelor’s degree in Finance, Accounting, Business Administration, Economics, Statistics, Public Administration, or related field and three (3) years of experience monitoring, developing, analyzing and overseeing contracts in a full-service public agency or two (2) years of experience as a Buyer with Portland Public Schools. Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), or similar certifications and experience working in a richly diverse school community and environment are highly desirable.

The Senior Contract Analyst requires a Bachelor’s degree in Finance, Accounting, Business Administration, Economics, Statistics, Public Administration, or related field and five (5) years of experience monitoring, developing, analyzing and overseeing highly complex, high dollar, and/or multi-year contracts in a full-service public agency or two (2) years of experience as a Contract