



Cow Creek Government Office

Procurement, Contracts & Grants Coordinator

Job Code: 1812
Department: Land & Resources
Location: Roseburg, OR.
Minimum Salary: \$22.60

POSITION PURPOSE:

The Procurement, Contracts & Grants Coordinator is responsible for managing all purchasing, contracting, and grant administration activities within the Land & Resource Division. This position ensures compliance with procurement policies, tracks agreement renewals, and supports division staff in developing, monitoring, and reporting on contracts and grants.

POSITION DUTIES:

- Review and process contracts, agreements, and procurement documentation.
- Coordinates with departments to ensure all required documentation is included for contracts and grants.
- Track grant deliverables, deadlines, and reporting requirements.
- Maintain a centralized database for contracts and agreements.
- Ensure procurement and spending compliance with Tribal, federal, and funding agency regulations.
- Coordinate with Finance and Office Manager for purchasing requests and approvals.
- Ensures quotes and proposals are complete and accurate.
- Support staff with grant and contract documentation.
- Prepare and maintain detailed records for audits and reporting.
- Provide regular updates to the Office Manager and Division leadership on procurement, contracts, and grant status.

QUALIFICATIONS:

- Associate's degree in business, Finance, or Public Administration required, bachelor's preferred.
- Minimum of 2 years' experience in procurement, contracts, or grants management.
- Familiarity with Tribal or government procurement procedures preferred.

- Strong attention to detail and organizational skills.
- Ability to manage multiple projects under tight deadlines.
- Proficient in Microsoft Office and document management systems.