



PROCUREMENT ANALYST

San Bernardino County Transportation Authority

San Bernardino, California

SALARY: \$31.83 - \$47.74 Hourly

\$5,516.58 - \$8,274.83 Monthly

\$66,199.00 - \$99,298.00 Annually

ABOUT THE JOB

Under general supervision, develops and administers contracts for a wide range of services in accordance with SBCTA procurement procedures and legal requirements; analyzes programmatic practices and procedures and makes recommendations for operational, policy, and procedural improvements; develops, summarizes, and maintains administrative and fiscal records; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Procurement Manager. May exercise functional or direct supervision over assigned administrative support staff.

CLASS CHARACTERISTICS

This is a journey-level class that independently performs the full range of procurement and contract administration duties, including developing requests for proposals, soliciting bids, and administering and monitoring contracts, including insurance requirements. The incumbent participates in developing and implementing policies and procedures for the procurement program. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Procurement Manager in that the latter has full management authority in planning, organizing, and directing the full scope of professional procurement, risk management, and contract administration operations within the department.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, public or business administration, or a related field and three (3) years of progressively responsible experience in purchasing, contract administration, or procurement services.

LICENSES AND CERTIFICATIONS

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

APPLY IMMEDIATELY: Open Until Filled. APPLICATIONS MAY BE FILED ONLINE AT:
Procurement Analyst | Job Details tab | Career Pages (governmentjobs.com/a.com/)