



ASSOCIATE ADMINISTRATIVE ANALYST
(PROCUREMENT AND CONTRACTS ANALYST)

Alameda County Transportation Commission

Oakland, California

Salary: \$90,694 - \$117,903 annually

plus excellent benefits including a pension plan.

Under the direction of the Manager of Procurement and IT, the Analyst will plan, organize, lead and/or participate in complex work in the areas of procurement, contract administration, contract equity, compliance and outreach; work closely with project managers to deliver work products to meet critical deadlines; independently analyze and facilitate agency practices and procedures, and make recommendations for operational, policy, and procedural improvements; regularly organize and maintain records in a complete and orderly manner; and perform related work as required.

The ideal candidate will have a degree from an accredited four (4) year college or university with major coursework in business or public administration, finance, or a related field; three (3) years of professional-level full-time equivalent experience performing administrative, operational, management, or financial analysis; and three (3) years of experience working on purchasing, procurement, contract administration, contract monitoring and/or contract compliance preferred. All employees are required to provide proof of COVID-19 vaccination and booster shot. Employees with an approved exemption for medical or religious reasons will be subject to weekly COVID-19 testing.

APPLY BY: August 14, 2022 by sending your resume, cover letter, and application to: recruitment@alamedactc.org. Applications and more information may be found at: <https://www.alamedactc.org/get-involved/careers-jobs/>.