



## PROCUREMENT ANALYST I

San Bernardino County Transportation Authority

Salary range: \$60,046.00 - \$90,069/annually or

\$5,003.83 - \$7,505.75/monthly

This is the entry-level classification in the Procurement Analyst series. Initially under close supervision, incumbents learn and perform routine purchasing duties while learning SBCTA procurement and contract administration policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Minimum Qualifications: Equivalent to an associate degree from an accredited college with coursework in finance, accounting, business or public administration, or a closely related field; and one (1) year of procurement and/or contract administration experience. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

APPLY IMMEDIATELY. Open Until Filled. Visit our Website at: [www.gosbcta.com](http://www.gosbcta.com) for more information and to apply. "An equal opportunity employer."