



PROCUREMENT ANALYST

San Bernardino County Transportation Authority

Salary \$ \$61,848.00 - \$92,772.00 Annually

Under general supervision, performs a variety of procurement and contract administration duties in support of SBCTA departments; coordinates and monitors proposal, bid, negotiation, and contract processes; ensures compliance with legal and mandated rules and regulations and SBCTA policies and procedures; and performs related duties as assigned.

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. Requires possession of a valid California Driver's License, a satisfactory driving record, and a properly registered and insured vehicle, to be maintained throughout employment.

Qualified individuals high recommended to apply. Visit our web site at www.gosbcta.com for more information and to apply. "An equal opportunity employer."