

BE A PART OF A GROWING TEAM

We are Hiring



Purchasing Agent (Contract Administrator)

\$31.99 - \$40.82 per hour

Performs advanced lead level professional duties related to the acquisition, approval, receipt, and record keeping for purchased equipment, materials, services and supplies; receives and processes purchase requisitions and purchase orders; sources vendors; negotiates pricing as well as other terms and conditions; generates purchase orders, service agreements and contracts; prepares and issues requests for proposals and invitations for bids and coordinates vendor selection processes; and performs related work as required.

Minimum Qualifications

Bachelor's degree from an accredited college or university in public administration, business administration, accounting, or a related field. **AND**

Two (2) years' experience in performing technical purchasing work, preferably at a public agency.

Experience, which demonstrates substantial knowledge and abilities pertinent to specific purchasing job functions, may be substituted for the required education on a year-for-year basis.

OR

One (1) year certificate of proficiency from an accredited college in public administration, business administration or a comparable field of coursework. **AND**

Four (4) years of experience performing professional purchasing work, preferably in a public agency. NTI procurement series completed or ability to complete within the first year of employment.



Salaries are on six step salary range with 5% increases yearly

Apply via the Link Below:

www.governmentjobs.com/careers/scmtd

Questions? Call 831-420-2542

All new Santa Cruz METRO employees are required to be vaccinated against COVID-19 as a condition of employment