

Procurement Specialist

Annual Salary Range: \$52,788 - \$65,940 (Depending on Experience)

We are looking for a qualified individual to perform procurement functions for the purchase and acquisition of supplies, equipment, vehicles, services and materials required by Island Transit. Responsibilities include developing specifications, preparing solicitations and contracting.

Island Transit provides public transportation services on Whidbey Island, Camano Island and surrounding areas. This position is located in Coupeville, WA on scenic Whidbey Island, just 2 hours north of Seattle and less than 2 hours south of the Canadian border.



QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in business administration or closely related field and two (2) years of procurement experience.
- Or equivalent combination of education and relevant experience that provide the knowledge, skills and abilities required to successfully perform the job.
- Public sector experience in procurement regulations and processes, preferred.
- Grant administration experience, preferred.

Benefits Include:

Medical & Dental with shared premium
Life Insurance
Paid Holidays/Vacation/Sick Leave
Employee Assistance Program

WA State Public Employees' Retirement Plan (PERS)
457 Deferred Comp Plan with Match
Voluntary Flexible Spending Plan
Voluntary AFLAC coverage

TO APPLY

To learn more about this position and to obtain the required application, please visit our website at www.islandtransit.org/employment. A completed application is required to be considered. First consideration will be given to applications received by **December 10, 2021** submitted by email to humanresources@islandtransit.org or mailed to: Island Transit, 19758 SR 20, Coupeville, WA. Position will remain open until filled.

NOTE: Communications regarding your application status will be *primarily through email* so be sure to provide a valid email address and check your email often (including your spam filter). Upon review of information, you will be provided with status updates and progress throughout the selection process.