

**MANAGEMENT ANALYST – CONTRACTS/ PROCUREMENT** - Coachella Valley Association of Governments (CVAG) - (Starting Salary: \$74,139 - \$92,369 annually, plus benefits). Full-time position, under the direction of the Assistant Executive Director, performs the full range of procurement and contract analyst duties, developing proposals, soliciting bids and administering and monitoring contracts. This includes project/ program management and serving as a resource across CVAG's departments. Other responsibilities include strong writing/ editing skills; grant management; ability to interface with consultants and outside contractors; and various office support functions.

**REQUIREMENTS:** Bachelor's Degree or equivalent in public administration, business administration, accounting, engineering, planning or related field(s); and at least 3 years of progressively responsible municipal government experience, including administrative experience in planning and/or program management. **APPLY BY:** Open until filled with first review on November 24, 2021. **CVAG application, supplemental questions, resume and cover letter required.** Application and full job description may be obtained at: <https://www.cvag.org/employment.htm> or by calling (760) 346-1127