

CITY OF BOWIE
Contract Specialist Trainee
Public Works -
Administration

CONTRACT SPECIALIST TRAINEE: Responsible for bidding CIP, division contracts, and contract management. The incumbent will also serve as a backup to the Administrative Assistant in the Administration Office.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- 2 (two) years of administrative support experience.
- Proficiency in commonly used office software programs such as Microsoft Office (Word, Excel, Outlook, Access, etc.)
- Experience with establishing and maintaining various filing systems
- Knowledge of methods, principles, and techniques associated with research, data collection, and report preparation
- Equivalent combinations of experience and training will be considered.

****COVID-19 vaccination required in order to qualify for this position.***

SALARY: \$55,874

Employee Benefits: Excellent medical, dental, vision, life, and long-term care insurance; 401(k) with employer match; 457 savings plan; telework opportunity available.

HOW TO APPLY: Please apply online on the City of Bowie website at: www.cityofbowie.org. Applicants are required to complete a City of Bowie application.

APPLICATION DEADLINE: FRIDAY, OCTOBER 27, 2023

The City of Bowie is a drug and alcohol-testing employer. EOE