

Employer: **San Antonio River Authority**
Job Title: **Contract Administrator**
Job Type: **Employee**
Job Status: **Full Time**
Hours / Shifts:
Salary Range: **Salary DOQ**
Job Location: **San Antonio, Texas**
Relevant Work Experience (Time): **10 - 15 yrs**
Relevant Work Experience (Education/Position): **Experienced (Non-Manager)**
Education Level: **Bachelor's Degree**
Job Description: **Oversee the purchasing and contracting functions of the San Antonio River Authority. Review vendor contracts for accuracy and ensure compliance with government statutes, policies and procedures. Min Requirements: Bachelor Degree in related field + 10 yrs relevant purchasing experience, familiar with SWMBE contracting, CPM or CTPM certification preferred.**
The San Antonio River Authority is a character-based government agency serving the needs of communities throughout the San Antonio River Basin. Visit our website at www.sara-tx.org for information regarding our organization.
Special Requirements: **Apply by September 5, 2008 to:
100 E. Guenther St.
San Antonio, Texas 78204
Fax: 210-302-3687
E-mail: applications@sara-tx.org
EOE. Non-smoking environment**
Contact Person: **Dawn Cunningham**
Contact Phone: **210-227-1373**
Contact Email: **applications@sara-tx.org**
Employer Web Site: **www.sara-tx.org**