



**PROCUREMENT INTERN  
OPEN TO UNIVERSITY LEVEL STUDENTS ONLY  
PAY RATE: UP TO \$20.00 PER HR**

**Apply Immediately – Recruitment may be closed at any time without further notice**

**THE INTERNSHIP:** Omnitrans, provider of public mass transit for the entire San Bernardino Valley is seeking a career orientated intern to gain experience by assisting in a wide variety of requirements in support of the Procurement Department. The following projects and/or duties may include, but not limited to: (the omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification):

**JOB DUTIES:**

- Compiles, interprets computes, analyzes, and evaluates data for department studies, plans, technical reports, or other department specific objectives;
- Conducts data research and performs system updates; compiles data, analyzes and interprets related reports;
- Operates personal computer or other applications relative to department projects;
- Assists in preparing specifications for projects or preliminary reports;
- Prepares estimates and reports used to determine feasibility, aesthetics, environmental impact, community or agency needs, concerns, and costs;
- Compiles and analyzes demographic data; reviews and analyzes financial and business information provided by vendors for certification as a disadvantaged business and/or inclusion on the agency's bidders list.

**QUALIFICATIONS:** The successful Intern will be currently enrolled in a graduate or undergraduate degree program with an interest and aptitude in Procurement, Accounting/Finance, Public Transportation, Liberal Studies, or Public Administration. Experience using MS Word, Access, Excel, PowerPoint, and Outlook is highly preferred. The ideal Intern will have excellent communication verbal and written, problem solving capabilities, analytical, reading, writing, comprehension and editing skills. The selected Intern will possess the ability to prioritize tasks and handle numerous assignments; effectively learn and acquire new knowledge and skills; share knowledge and work in a team oriented environment; meet deadlines, handle multiple tasks with interruptions; effectively adapt to changing priorities; and be personable, able to comfortably and pleasantly deal with a variety of people. The Physical requirements include the employee to regularly be required to talk or hear; frequently required to sit; occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms; occasionally lift and/or move up to 25 pounds; and specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

**THE SELECTION PROCESS:** Applications will be screened for relevant qualifying information that consists of an evaluation of education as described on the fully completed application. The selection process will include an oral interview, as well as completion of both pre-employment physical exam, including a drug test and a criminal background investigation. **As part of the application process, applicants must submit a fully completed application, resume, and verification of school enrollment.** For further information about this exciting internship opportunity, please visit our website at: <http://www.omnitrans.org/about/jobs.asp>. Applications can be obtained at Omnitrans, 1700 W. 5<sup>th</sup> St., San Bernardino, CA 92411 or call 909/379-7260.

***EEO/AA including Protected Veterans and Individuals with Disabilities.***