



# OPPORTUNITY NOTICE

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<b><u>POSITION:</u></b>	<b>PROCUREMENT AND FACILITIES SUPERVISOR</b>
<b><u>LOCATION:</u></b>	<b>Carlsborg</b>
<b><u>STATUS:</u></b>	<b>Regular, Full-time, Exempt Staff Position</b>
<b><u>WORK WEEK:</u></b>	<b>Monday through Friday</b>
<b><u>SUPERVISOR:</u></b>	<b>Assistant General Manager</b>
<b><u>SALARY RANGE:</u></b>	<b>Range 24 (\$7,918 to \$12,867 per month)</b>

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**POSITION OBJECTIVE:** Supervise the procurement and warehousing processes; facilities maintenance and repair; hazardous material handling and record keeping to facilitate the accomplishment of the Districts mission and strategic goals.

**REQUIREMENTS:** The District expects all employees to provide high quality and reliable service to its customers. To accomplish this, a high standard of professionalism, cooperation and team effort between individual employees, as well as among all departments, is required. The attached job description details the job functions, knowledge, skills, abilities, experience, training, working conditions and other requirements to fulfill this position. To be considered a candidate for this position, applicants must meet the requirements contained in the job description.

**SELECTION PROCESS:** Applicants must complete and submit an employment application and supplemental questionnaire, letter of interest, resume along with copies of relevant professional and training certificates.

Candidates' abilities and qualifications may be evaluated using a cognitive and technical tests; supplemental questionnaire; work history; criminal and background check, employment references and recommendations; education, certifications and training courses completed; and an interview to determine skills and abilities needed to fulfill the requirements of this position.

Based upon these evaluations, District Management will make the selection.

**POSITION CLOSING DATE:** Applications are due by Friday, October 29, 2021. If you have questions regarding this notice, the requirements, and/or the selection process, please contact Human Resources, Post Office Box 1000, Carlsborg, WA 98324, email [humanresources@clallampud.net](mailto:humanresources@clallampud.net), telephone 360.565.3276.