

**City of Johnstown**  
**Finance Department**  
**Procurement/Record Retention Analyst**

The City of Johnstown is accepting applications for Procurement/Record Retention Analyst. This position is responsible for all bidding and purchasing activities to ensure compliance with federal, state, and local regulations. The Procurement/Record Retention Analyst will support all city department activities by providing administrative support and performing data entry, maintaining purchase records and identifying cost-savings opportunities. Manage and oversee the effective implementation and on-going supervision of all aspects of the City of Johnstown records management program and information systems disaster recovery strategies and plans.

Application forms and resume forms must be submitted to the **City Manager's Office, City Hall, Room 102, 401 Main Street, Johnstown, PA** no later than 4:00 pm November 8, 2024. Application forms and a detailed job description may be picked up at the City Manager's Office at the above address. The City of Johnstown is an EEO/AA employer.