



We invite applications for the position of:
SUPERVISING BUYER
\$94,419.26 to \$111,081.36 Annually
Plus a comprehensive benefits package

Why Consider The City of Mountain View?

It's simple. We are a dedicated team of professionals committed to providing excellent service to the community we serve, and we want you to join us! When you become part of the City of Mountain View family, you will find this is not just a J-O-B, it is a way of life for those who seek a mission-oriented culture. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as a Supervising Buyer.

About This Role

We want a **highly motivated, flexible, and organized** professional with **great technical and interpersonal skills** to join the Finance and Administrative Services Department for the position of Supervising Buyer. This supervisory position will lead centralized purchasing activities within the Purchasing and Support Services Division. You will oversee the centralized purchasing system, the City's Copy and Print Center operations and the City's supplies at the warehouse. This position directly supervises two Buyers and one Warehouse Worker and reports to the Purchasing and Support Services Manager. You may review the detailed job description for Supervising Buyer on the City's website [here](#).

What You Bring

- Three years of increasingly responsible experience performing buying activities.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Purchasing, Business Administration, Public Administration or a closely related field.
- Possession of a valid California Class C driver license.

Bonus Points!

- One year of supervisory experience, college course work in supervisory management, or completion of the City's supervisory training course.
- Public procurement and warehouse operations /inventory management experience.
- Possession of a Certified Public Procurement Buyer (CPPB) certification or equivalent.

Who You Are

- You are results oriented, and are able to use your analytical skills to make the right buying decisions, even when receiving information from multiple sources.
- You have excellent interpersonal skills and are responsive and approachable to your staff, City department staff, and vendors.
- You work with the highest integrity and demand honesty and truth in the procurement process.
- You are knowledgeable in procurement, contracting and sourcing practices and strive to keep up to date with current trends, technologies and market conditions.
- You are resilient and able to stay calm under stressful circumstances.
- You are an unconventional thinker who comes up with innovative, creative solutions to complex problems.

What You'll Do

- Lead, mentor and train staff assigned to the City's centralized purchasing and warehouse functions while supervising the City's Copy and Print Center operations.
- Process requisition requests from all City departments and consult with user departments in developing complex and detailed specifications and contracts.
- Prepare a variety of formal and informal solicitations and specifications for complex, technical or large-scale purchases.
- Conduct open and fair solicitations; confer with internal customers to develop solicitations and review, analyze, and perform due diligence on responses received.
- Manage the organization of materials in the warehouse to achieve maximum efficiency of inventory levels, operation and optimum utilization of space.
- Act in the capacity of Purchasing Agent in the absence of the Purchasing and Support Services Manager.

- Process Open and Blanket Purchase Orders and work with the Accounting department to ensure purchases remain within the approved amount.
- Communicate with vendors, obtain samples and literature from potential suppliers and negotiate with vendors to ensure that the City secures maximum quality of products and services at the right price and the right time.
- Perform outreach and training for vendors regarding conducting business with the City.
- Ensure compliance with laws, regulations and standards.

What We Offer

- Comprehensive benefits package including generous paid leave and health
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree.
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution.
- Professional development funds - \$800 annually.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program
- Employee appreciation days and activities

Are You Ready? Apply

Submit your application, supplemental questions and resume online at www.calopps.org or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

Deadline: Application materials will be screened on a continuous basis with a **first application review date of 5:00 p.m. PST, Monday, March 18, 2019.** The recruitment is scheduled to close at any time. Qualified candidates are encouraged to apply early!

Interview Process

The most appropriately qualified candidates will be invited to participate in the following process: Skype interviews (qualifying/non qualifying). Select candidates who pass the Skype interviews will be invited to an in-person oral board interview (weighted 100%). Additional department interviews with the Finance & Administrative Services Department will follow for a limited number of finalists. Depending on the number of applications, the above process may be altered.

Fine Print

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

**CITY OF MOUNTAIN VIEW
SUPERVISING BUYER
SUPPLEMENTAL QUESTIONNAIRE**

Please answer the following questions and submit your responses with your application. Include no more than one page in response to each question.

1. Describe your experience processing requisitions, preparing complex solicitations, performing bid/proposal analysis and contract award, for goods and services. Please provide examples of a complex procurement that you have completed from start to finish.
2. Describe an experience from your current or previous position in which you analyzed information and evaluated results to choose the best solution to a problem.
3. Describe in detail your experience with computer systems and applications related to procurement and your day to day duties. Please list any proprietary software you regularly use by name and the types of tasks you are required to perform.
4. Select all the boxes that best describe the procurement related items you have experience developing and/or maintaining.
 - Routine contracts and purchase orders
 - Complex or specialized contracts and purchase orders
 - Correspondence
 - Cost benefit analysis
 - Financial and statistical data, tables, and charts
 - Procurement Card Program administration
 - Central Warehouse operations and inventory management
 - Public Purchasing Codes, Policies and Procedures
 - Requests for Bids
 - Requests for Quotes,
 - Requests for Information
 - Requests for Proposals
 - Preparing training materials and providing training
 - Vendor outreach
 - Vendor performance standards
 - Other: _____