



City of Mountain View

Now accepting applications for:
ASSISTANT BUYER/BUYER

The annual salary range is
Assistant Buyer: \$89,489.66 - \$108,799.86
Buyer: \$98,786.48 - \$120,075.02

Why Mountain View?

Because where you choose to work, matters. Because you want to surround yourself with passionate, mission-driven colleagues committed to providing excellent service to the community and each other. Because you want to apply your talents in a place where words like “wellness,” “empathy” and “innovation” are not merely nice sentiments, but are ideals we strive to achieve in everything we do.

“The Purchasing team is extremely efficient and touches most aspects of the City’s operations. It’s extremely rewarding to guide staff through the procurement process, while protecting the City’s best interest and providing best value to our public.”

Kim Truong, Sr. Mgmt. Analyst
—Former Supervising Buyer

What’s the Role?

We are seeking a well-qualified professional with great **interpersonal skills** and **technical experience with procurement activities** to apply for the position of Assistant Buyer/Buyer. This position is part of the Purchasing and Support Services Division within the Finance and Administrative Services Department and will perform a wide variety of duties in the procurement of goods, services, supplies, materials and equipment required by the City. This position receives direction from the Supervising Buyer. If you are looking to learn and provide expertise in an Assistant Buyer/Buyer role, this position is for you! Review our detailed job description [here](#).

The Essentials

Assistant Buyer

- One year of experience performing duties related to procurement, warehouse and inventory maintenance, and operations.
- Education equivalent to completion of the 12th grade supplemented by college-level courses in purchasing, public administration, business administration, or a related field.
- A valid Class C California Driver License.

Buyer

- Three years of experience performing duties related to procurement, warehouse and inventory maintenance, and operations. (An associate’s degree from an accredited college or university may substitute for one year of the required experience.)
- Education equivalent to completion of the 12th grade supplemented by college-level courses in purchasing, public administration, business administration, or related field.
- A valid Class C California Driver License.

Bonus Points:

- Public Sector procurement experience.
- A bachelor’s degree from an accredited college with major coursework in public administration, business administration, or a closely related field.

Are We a Match?

- You work well in a **fast-paced, team-oriented** environment.
- You are **adaptable, flexible** and can offer solutions in ambiguous situations.
- You possess **good technical knowledge of procurement** and like to jump right in to try new things.
- You are able to work in **partnership** with internal department customers and vendors to ensure timely processing of purchase requests.
- You can think on your feet, and you believe **problem solving** is a good group activity.
- You enjoy **analyzing** and **resolving** complex challenges.
- You are **detail-oriented** and **organized** to keep track of multiple and varying processes.
- You are excited to improve, model, and market our unique and wonderful **workplace culture**.

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<https://www.linkedin.com/company/city-of-mountain-view/>



City of Mountain View

CULTURAL IDEALS:

- Empower People
- Foster Collaboration
- Support Continuous Learning
- Enhance Our Community
- Champion Wellness
- Lead with Empathy
- Embrace Change & Innovation

APPLY NOW!

Submit your application and resume online at calopps.org or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. Application materials will be screened on a continuous basis with a first application review date of **Thursday, March 21, 2024**. This recruitment may close at any time.

What You'll Do

- Process requisitions in response to requests from all City departments and consult with requesting departments in developing detailed specifications and solicitations.
- Prepare and conduct open and fair solicitations; confer with internal customers to develop solicitations; review, analyze, and perform due diligence on responses received; prepare recommendation of award, contracts, and other documents; and provide follow-up with vendors and internal customers, as needed.
- Prepare correspondence and financial system reports related to purchasing as needed; obtain data regarding price, quality, quantity, and availability of materials, supplies, equipment, software, and services.
- Maintain close contact and communication with all departments to ensure the most efficient fulfillment of the City's procurement needs.
- Analyze, edit, and maintain current specifications for the purchase of a wide variety of commodities and services needed in the City; maintain blanket and open purchase orders.
- Maintain contact with a wide variety of vendors as required by department and project procurement needs; negotiate with vendors and ensure that the City secures maximum quality of product and service from them; represent the City in this function and maintain effective liaison with outside contacts.

The Perks!

- **Comprehensive Benefits:**
 - Generous paid leave and group health coverage (medical, dental, vision, EAP, Life & Disability Insurance)
 - CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members and 10.5% for new members to CalPERS with no Social Security deduction
 - Paid Parental Leave Program with up to 8 weeks paid leave.
- **Support for Continuous Learning & Development:**
 - Up to \$2,000 in tuition reimbursement for education advancement annually, with a one-time opportunity for up to \$20,000 for the completion of a work-related Bachelor's or Master's
- **Wellness and Engagement Culture:**
 - Access to an onsite employee gym
 - Incentive pay for participating in the City's wellness program
 - Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; a bicycle commute incentive.
 - Ongoing commitment to robust internal communication and feedback.
- **And More:** Employee appreciation days and activities.