



## City of Mountain View (CA) Supervising Buyer

<b>SALARY</b>	\$4,506.67 - \$6,097.25 Biweekly \$9,764.45 - \$13,210.71 Monthly \$117,173.42 - \$158,528.50 Annually	<b>LOCATION</b>	City of Mountain View
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	202400063
<b>DEPARTMENT</b>	Finance and Administrative Services Department	<b>DIVISION</b>	Finance Administration
<b>OPENING DATE</b>	02/18/2025	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT</b>	EGLE		

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### What's the Role and What You'll Do

We're looking for a **highly motivated, flexible, and organized professional** with great **technical** and **interpersonal skills** to join the Finance and Administrative Services Department. You will take on the role of **Supervising Buyer** in a **fast-paced, dynamic team environment**, while providing **excellent customer service**. This supervisory position will lead centralized purchasing activities within the Purchasing and Support Services Division. This position directly supervises two Buyers and one Warehouse Worker and reports to the Purchasing and Support Services Manager. Review the detailed job description [here](#).

#### What You'll Do:

- Lead, mentor, and train staff assigned to the City's centralized purchasing and warehouse operations.
- Process purchase 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.
- Communicate 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.
- Assist with administration of the City's Procurement Card program.
- Ensure compliance with laws, regulations, and standards.

#### The Essentials

- 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.

#### 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.

#### Are We a Match?

- 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 challenges

#### Apply Now

Submit your application and resume online at [governmentjobs.com](http://governmentjobs.com) 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 new application review date of **Monday, May 19, 2025, at 5:00 pm (PST)**. **Applications received by this date will be prioritized. Qualified candidates are encouraged to apply early as this recruitment may close at any time.**

Candidates with the most relevant qualifications will be invited to the following process:

- Oral Board Interview Panel (weighted 100%) via video conference (Zoom) on Wednesday, June 4, 2025.
- In-person Department Interview – Select candidates who pass the oral board interview may be invited to meet with staff from the Finance and Administrative Services Department for a more in-depth discussion regarding the position and their qualifications.

*Depending on the number of applicants, this process may be altered.*

***Fine Print. The annual salary range is \$117,173.42 - \$158,528.50 with a control point of \$137,850.96. (The salary range is scheduled to receive a 3% cost-of-living increase in July 2025.) Pay beyond the control point may be awarded for exceptional experience and qualifications upon hire and/or for meritorious performance while serving. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department 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 are required to successfully complete a pre-employment process, including employment verification, Department of Justice (DOJ) and FBI 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.***

*NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.*

**Website**

<https://www.mountainview.gov/>

**Supervising Buyer Supplemental Questionnaire**

**\*QUESTION 1**

**Please indicate your level of expertise using Microsoft Excel.**

- ☐ Advanced (graphs, pivot tables, creating and linking formulas)
- ☐ Intermediate (basic formulas, color-coding, sorting, filters)
- ☐ Beginner (basic data entry)
- ☐ No Experience

**QUESTION 2**

**Select all the boxes that best describe the related items you have experience developing, performing, 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
- ☐ 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
- ☐ Centralized Warehouse Operations

**QUESTION 3**

**Briefly describe your skills and experience with Microsoft Outlook.**

**QUESTION 4**

**Briefly describe your skills with Adobe Acrobat Pro.**

**QUESTION 5**

**Describe your professional experience processing requisitions, preparing complex solicitations, performing bid/proposal analysis and contract award for goods and services, and how you obtained that experience.**

**QUESTION 6**

Describe the most complex solicitation you have issued, the solicitation method used, and total potential contract value. Include any challenges and how you approached those challenges.

#### QUESTION 7

Describe in detail your experience with computer systems and software applications related to your procurement duties. Please list any proprietary software you regularly use by name and the types of tasks you perform.

\* Required Question