



City of Mountain View (CA) Procurement Supervisor

SALARY	\$4,641.87 - \$6,280.17 Biweekly \$10,057.39 - \$13,607.04 Monthly \$120,688.62 - \$163,284.42 Annually	LOCATION	Mountain View City Hall
JOB TYPE	Full-Time	JOB NUMBER	202400063
DEPARTMENT	Finance and Administrative Services Department	DIVISION	Finance Administration
OPENING DATE	08/15/2025	CLOSING DATE	Continuous
FLSA	Non-Exempt	BARGAINING UNIT	EGLE

What's the Role and What You'll Do

The City of Mountain View is looking for a **dynamic, forward-thinking professional** to step into the role of **Procurement Supervisor**. We are seeking someone who is ready to lead with **integrity, foster collaboration**, and make a **lasting impact** across our organization.

In this vital position, you'll report to the Purchasing and Support Services Manager and oversee a team of two Buyers and one Warehouse Worker. You'll take the lead in managing the full lifecycle of procurement activities, ensuring that goods and services procured by the City meet the highest standards of fairness, transparency, and efficiency. Your work will directly support every City department, from fire and police to public works, community services, and beyond, enabling them to serve our vibrant, diverse community with excellence. As a key member of our Finance and Administrative Services team, you'll be trusted to solve problems, improve processes, and build strong relationships both within and outside the organization. We're a city that values initiative, invests in its employees, and embraces new ideas! If you're ready to grow your career in an environment that values service, teamwork, and impact, we want to hear from you.

For more about our team's mission and services, visit: [Finance & Administrative Services – Purchasing](#) — where centralized purchasing ensures **fair, transparent, and competitive procurement** across the organization.

Note: *Procurement Supervisor is a working title for the classification [Supervising Buyer](#).*

What You'll Do

As the **Procurement Supervisor**, you will:

- 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 someone who:

- Is **results-driven** with **strong analytical and decision-making skills**.
- Thrives in a **collaborative, fast-paced** environment.
- Values **integrity, fairness, and compliance** in public purchasing.
- **Communicates clearly** and **builds strong relationships** with staff, vendors, and departments.
- Brings a **creative** mindset and resilience when solving complex procurement challenges.

Apply Now

Submit your application and resume online at 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 **Tuesday, September 30, 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 Thursday, October 9, 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 \$120,688 - \$163,284 with a control point of \$141,987. 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.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

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

Procurement Supervisor Supplemental Questionnaire

*QUESTION 1

What is your highest level of education completed?

- ☐ High school diploma or equivalent
- ☐ Some college coursework
- ☐ Associate's degree
- ☐ Bachelor's degree or higher
- ☐ None of the above

*QUESTION 2

Do you possess a bachelor's degree or higher?

- ☐ Yes
- ☐ No

QUESTION 3

Do you have a college degree related to purchasing, business, public administration, or a closely related field?

- ☐ I possess a related degree
- ☐ I do not possess a related degree

QUESTION 4

Do you possess a valid Class C California driver's license?

- ☐ Yes
- ☐ No

***QUESTION 5**

How many years of experience do you have performing buying or procurement activities?

- ☐ No experience
- ☐ Less than 1 year
- ☐ 1 to 2 years
- ☐ 2 to 3 years
- ☐ 3 or more years

***QUESTION 6**

Do you possess one of the following:

- ☐ One year of supervisory or lead experience
- ☐ College coursework in supervisory management
- ☐ Supervisory training program
- ☐ None of the above

***QUESTION 7**

Do you possess a Certified Professional Public Buyer (CPPB) or similar procurement certification?

- ☐ Yes
- ☐ No

QUESTION 8

Leading and supervising a team in procurement or related functions.

- ☐ 0 – No experience
- ☐ 1 – Limited experience
- ☐ 2 – Moderate experience with supervisory duties
- ☐ 3 – Extensive experience managing and developing staff

***QUESTION 9**

Developing and managing formal and informal solicitations such as Requests for Bids, Quotes, Information, or Proposals.

- ☐ 0 – No experience
- ☐ 1 – Limited familiarity
- ☐ 2 – Assisted or contributed to solicitation processes
- ☐ 3 – Led solicitation development and award

***QUESTION 10**

Communicating and negotiating with vendors to secure quality products and services at the best value.

- ☐ 0 – No experience
- ☐ 1 – Some interaction

- ☐ 2 – Regularly negotiate with vendors
- ☐ 3 – Extensive experience managing vendor relationships

***QUESTION 11**

Managing warehouse inventory, including organizing, controlling, and disposing of supplies and materials.

- ☐ 0 – No experience
- ☐ 1 – Limited or occasional involvement
- ☐ 2 – Regularly manage warehouse operations
- ☐ 3 – Led or supervised warehouse management activities

***QUESTION 12**

Using procurement and financial software systems for requisitions, purchase orders, and contract management.

- ☐ 0 – No experience
- ☐ 1 – Limited or basic use
- ☐ 2 – Moderate experience with multiple systems
- ☐ 3 – Extensive and advanced software expertise

***QUESTION 13**

Microsoft Excel skills (graphs, pivot tables, formulas, sorting, filters).

- ☐ 0 – No experience
- ☐ 1 – Beginner (basic data entry)
- ☐ 2 – Intermediate (basic formulas, color-coding, sorting, filters)
- ☐ 3 – Advanced (graphs, pivot tables, creating and linking formulas)

***QUESTION 14**

Please select all purchasing-related activities you have experience with:

- ☐ 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 15**

Describe your professional experience processing requisitions, preparing solicitations, performing bid/proposal analysis, and awarding contracts for goods and services. How did you obtain this experience? If none, please type N/A.

***QUESTION 16**

Tell us about the most complex solicitation you have issued, including the solicitation method, total potential contract value, any challenges faced, and how you approached them. If none, please type N/A.

***QUESTION 17**

Describe your experience supervising or leading staff in procurement or warehouse operations. How do you motivate and develop your team? If none, please type N/A.

***QUESTION 18**

Describe your experience with procurement software systems and how you have used them to improve procurement workflows. If none, please type N/A.

* Required Question