



**CITY OF SUNNYVALE**  
Department of Human Resources  
505 West Olive Ave., Suite 200  
Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
SENIOR BUYER**

*An Equal Opportunity Employer*

**SALARY**

\$48.98 - \$62.51 Hourly

**OPEN DATE:** 11/01/22

**CLOSE DATE:** Continuous

**THE POSITION**

**SENIOR BUYER**

**Regular Full-Time Employment Opportunity**

**Applications will be accepted on a continuous basis. The first application review date is Monday, November 21, 2022. This recruitment may close at any time without notice so interested applicants are encouraged to apply early.**

**Work for the City of Sunnyvale: The Heart of the Silicon Valley**

Visitors and residents enjoy Sunnyvale's beautiful, clean suburban setting, efficient, high-quality city services, low crime rate, quality schools, and 18 prize-winning parks.

We are looking for an experienced Senior Buyer to join our purchasing division. The ideal candidate will demonstrate a high level of proficiency with competitive bidding using a financial Enterprise Resource Planning (ERP) system, and experience leveraging cooperative procurements. This is an excellent opportunity to work in a dynamic team environment that emphasizes collaboration and innovation.

Working for Sunnyvale as a Senior Buyer is both challenging and rewarding as the City continues to increase the number of capital projects implemented throughout the city. The centralized procurement division leads competitive bidding efforts for all goods and services, while the Senior Buyer will play a central role in leading complex public works construction and professional consultant procurements. Under the general direction of the Purchasing Officer, the Senior Buyer engages in professional purchasing services including, but not limited to, purchasing supplies, materials, and equipment, and contracting for trade and professional/temporary personnel services and public works projects while performing related work as required.

All of this, plus a generous benefits package that includes a competitive salary, career development, and training opportunities make the City of Sunnyvale a great place to work.

**ESSENTIAL JOB FUNCTIONS**

*(May include, but are not limited to, the following):*

- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Processes complex purchasing transactions in compliance with established laws, ordinances, policies and ethical principles.
- Determines appropriate methods of procurement.
- Assists end users with the development of specifications; develops terms and conditions.
- Prepares and solicits competitive bids; including Public Works construction projects; identifies and selects suppliers and monitors supplier performance; evaluates and analyzes bids and proposals; negotiates and develops contracts.
- Conducts public bid openings.
- Assists City staff in resolving contractual disputes.
- Prepares detailed and complex written reports and makes recommendations to upper management and City Council.
- Arranges and conducts job walks, pre-bid or proposal conferences, vendor demonstrations and/or interviews for products or services offered to the City.
- Participates in the development of Citywide purchasing policies and procedures; provides professional procurement consultation, assistance and training to City employees at all organizational levels.

### **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 10 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

### **MINIMUM QUALIFICATIONS**

#### **Education & Experience:**

The minimum qualifications for education and experience can be met in the following ways:

A Bachelor's degree from an accredited college or university in purchasing, marketing, public administration, business administration or related field; AND

Two years of journey-level buying experience using formal and informal competitive bidding processes and developing contracts, service agreements, leases or other written legal agreements.

OR

An Associate's degree or have completed 60 semesters or 90 semesters or 90 quarter units at an accredited college or university in purchasing, marketing, public administration, business administration or related field; AND

Four years of journey-level buying experience using formal and informal competitive bidding processes and developing contracts, service agreements, leases or other written legal agreements.

#### **Knowledge of:**

- Formal and informal bidding processes and procedures.

- Methods of developing contracts and/or service agreements, leases or other written legal agreements.
- Market and economic trends and conditions that affect procurements.
- Industry standards and practices for delivering products and services.
- Contract development and administration practices.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and report preparation.
- Record-keeping practices.
- Office methods, procedures, software, and equipment.
- Contract and purchasing regulations.
- Purchasing methods and procedures, contract development, and sources of supply.
- Principles and practices of bid review.
- City policies and procedures related to the procurement of supplies, materials, and professional services.
- Principles and practices of technical and functional supervision and training.
- Accounts payable procedures and practices.
- Principles and practices of customer service.

#### **Ability to:**

- Write complex bid documents, specifications, contract and reports including those related to qualifications based on public works construction procurements.
- Analyze and compare complex or detailed quotations, bids and proposals.
- Identify applicable contract elements based on product/service being purchased.
- Negotiate contracts for the acquisition of supplies, materials, equipment and services.
- Develop objectives and measures to evaluate supplier performance.
- Understand and comply with all legal requirements for the advertisement of bids.
- Prepare draft reports to Council recommending contract awards.
- Apply good judgment and make sound purchasing decisions.
- Understand and comply with all Federal, State and local laws, policies, procedures and regulations relevant to each purchase.
- Maintain records, logs and databases.
- Operate a computer using word processing and business software and other office equipment.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Communicate effectively, orally and in writing.
- Effectively train staff.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.

#### **Willingness to:**

Work irregular hours as necessary in order to meet deadlines and achieve objectives.

#### **License/Certificates:**

Possession and continued maintenance of a valid California class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

#### **DESIRABLE QUALIFICATIONS**

- Certification as a Public Purchasing Buyer (CPPB), Certified Professional Purchaser (CPP), NIGP Certified Procurement Professional, or equivalent certification.

### **APPLICATION AND SELECTION PROCESS**

**Applications will be accepted on a continuous basis. The first application review date is Monday, November 21, 2022. This recruitment may close at any time without notice so interested applicants are encouraged to apply early.**

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources.

Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted online through the City's employment page at [Sunnyvale.ca.gov](https://Sunnyvale.ca.gov), Search: 'CITY JOBS'. Late or incomplete applications will not be accepted.

### **EXAM PROCESS**

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of **an oral exam and/or a final selection interview**. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

### **SELECTION PROCESS**

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Any candidate that is selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as a medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

### **INFORMATION ABOUT PROOF OF EDUCATION**

Please note: Any successful candidate, selected by the hiring department will be required to submit proof of education (i.e. original copy of the diploma or college/university transcripts).

### **ADDITIONAL INFORMATION**

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

*The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality, and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS-related medical condition, genetic characteristics and/or genetic information, and physical or mental disability.*

*Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at the time of application.*

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,  
Sunnyvale, CA 94086

EXAM #22-00225

SENIOR BUYER

SG

## SENIOR BUYER Supplemental Questionnaire

### \* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

***Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.***

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

**Your responses to the questions that require you to detail your background and experience should include the following information:\***

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

**\*Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- Yes  
 No

- \* 2. Do you have a Bachelor's degree from an accredited college or university in purchasing, marketing, public administration, business administration or related field; AND Two years of journey-level buying experience using formal and informal competitive bidding processes and developing contracts, service agreements, leases or other written legal agreements? OR An Associate's degree or have completed 60 semester or 90 quarter units at an accredited college or university in purchasing, marketing, public administration, business administration or related field; AND Four years of journey-level buying experience using formal and informal competitive processes and developing contracts, service agreements, leases or other written legal agreements?

I have a Bachelor's degree from an accredited college or university in purchasing, marketing, public administration, business administration or related field and Two years of journey-level buying experience using formal and informal competitive bidding processes and developing contracts, service agreements, leases or other written legal agreements.

I have an Associate's degree or have completed 60 semester or 90 quarter units at an accredited college or university in purchasing, marketing, public administration, business administration or related field; AND Four years of journey-level buying experience using formal and informal competitive processes and developing contracts, service agreements, leases or other written legal agreements.

I do not have the education and experience listed above.

- \* 3. If you answered 'yes' to the question above, list the accredited college or university, degree, and field of study. Also, please describe your experience below demonstrating how you meet the qualifications for the position. If you do not have the education or experience listed in the previous question, enter N/A in the box below.
  
- \* 4. Please describe at least two complex bid processes that you have conducted. Your response should include the type of solicitation, the bid process steps, your specific role, and what made it a complex bid process. If you do not have experience conducting complex bid processes, please enter N/A in the box below.
  
- \* 5. Please describe your experience with report writing. In your response, please include the types of reports authored and the intended audience for the reports. Responses will be evaluated for clarity, quality, and content and should be limited to between 300 to 500 words. If you do not have experience in report writing, please enter N/A in the box below.
  
- \* 6. Are you certified as a Public Purchasing Buyer (CPPB), Certified Professional Purchaser (CPP), NIGP Certified Procurement Professional, or have an equivalent certification? If yes, please enter your certification in the space below. If not, please enter N/A in the space below.
  
- \* 7. Do you have public purchasing experience?  
 Yes    No

\* Required Question