



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Procurement & Contracting Specialist

Annual Salary Range: \$95,461 - \$119,219
plus full benefits including CalPERS pension

Application Deadline: May 22, 2022

Do you have a passion for the outdoors, trails and preserving open space? If you are you a bright, innovative and skilled procurement & contract management professional, Midpeninsula Regional Open Space District has an excellent opportunity for a highly qualified Procurement & Contracting Specialist. The ideal candidate will be an organized, analytical and strategic thinker who is collaborative and has excellent communication and negotiation skills.

About Midpen: Midpen is a regional greenbelt system in the Santa Cruz Mountain region comprised of more than 65,000 acres of land with nearly 250 miles of trails in 26 extraordinary open space preserves, permanently protected for natural resource conservation, public enjoyment and recreation. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

About the Position: Midpen aims to recruit and retain employees who embody professionalism, accountability, and respect, who value working in an environment focused on inclusivity, diversity, and equity. The Procurement & Contracting Specialist is part of a small, cohesive team in Administrative Services, who collaborates closely with all other departments to manage ongoing procurement and contracts administration. The job duties include a variety of procurement and contract processes and activities, including coordination to determine the appropriate procurement process such as RFP, ITB, RFQ and RFI and provide leadership to plan, solicit and evaluate proposals and bids. This position also develops, implements, and ensures compliance to purchasing policies and procedures; conducts contract negotiation; monitors contract expenditures and submits financial reports; as well as develops and maintains sources of supply and services. The candidate being considered for this position will feel comfortable providing presentations to senior management, the Board of Directors and Board Committees. The position reports to the Chief Financial Officer/Director of Administrative Services. For a detailed description of this position, click here for the complete [Job Description](#).

A Few Reasons Why You May Love This Job

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone
- You'll be part of a talented and dynamic team of bright, energetic, and motivated professionals with a passion for the outdoors, trails, and preserving open space
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

Work Environment: This position is part of Administrative Services at Midpen's office in Los Altos, California. Midpen offers a hybrid office/telecommute work environment for this position.

Education and Experience: We realize your time is valuable, so please apply only if you have at least the required minimum qualifications outlined here: any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: equivalent to graduation from an accredited four-year college or university with major coursework in business administration or finance or a related field, at least three (3) years of experience in procurement and contract administration, and experience supervising junior staff. Experience in the public sector is highly desirable.

Licenses & Certifications Required: Possession of a valid California Driver's License, or the ability to obtain one by the first day of employment with Midpen.

Benefits: Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on Midpen's website for details.

How to Apply: A note to applicants who currently live outside of the San Francisco Bay Area: before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

Ready to apply? Great! We welcome your application online at [CalOpps.org](https://calopps.org).

(To avoid missing email communication about this recruitment, consider adding mpropenspace@calopps.org to your contacts or list of safe senders.)

Application deadline is May 22, 2022. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

The following application items are required to be considered:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

**Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

Recruitment Timeline:

First Interview: June 7, 2022

Second Interview: June 16, 2022

Midpeninsula Regional Open Space District is an Equal Opportunity Employer

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at 650-691-1200.

Put your passion for Open Space to work!