



Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

Senior Procurement Technician*

*Official Classification Title: Senior Finance and Accounting Technician

Annual Pay Range: \$89,686-\$112,009

plus full benefits including CalPERS Pension

Anticipated salary increase in September 2025, pending board approval

Application Deadline: September 7, 2025

The Midpeninsula Regional Open Space District (Midpen) is seeking a talented, motivated, and skilled professional to fill our Senior Procurement Technician position. The ideal candidate is enthusiastic about open space preservation with a strong background in procurement and contract-related tasks. We are looking for a self-motivated individual who excels in organization, is detail-oriented, and can meet deadlines amidst a variety of competing priorities while maintaining adherence to District policies.

About the District: Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. 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!

About the Position: Midpen is dedicated to hiring and maintaining a workforce that demonstrates professionalism, accountability, and respect, who value working in a purpose-driven agency that aspires to contribute to an inclusive, diverse, and equitable community. The incumbent will join a tight-knit and dedicated team within Administrative Services. The Procurement team ensures the appropriate stewardship of District funds by facilitating procurement activities in a strategic, collaborative effort to obtain the best value and ensuring compliance with District policy.

The **Senior Procurement Technician** performs a variety of complex technical and administrative tasks throughout the procurement lifecycle. This advanced journey-level position requires precision, efficiency, and a strong understanding of public agency procurement practices.

Highly qualified candidates have knowledge of and proven experience in the following areas:

- The organization and function of a public agency.
- Reviewing and routing contracts for signature.
- Entering data into an enterprise resource planning system (ERP).
- Experience with reporting and data analysis features within an ERP.
- Generating purchase orders, tracking spending, and producing reports.
- Conduct sourcing events and addressing stakeholder requests.
- Assisting departments with purchases by interacting with vendors, supporting price and term negotiations, and administering an online solicitations tool.
- Coordinating records; data management; scheduling meetings.

Qualities

- Strong communication and interpersonal skills.
- Collaborative.
- Possess excellent judgment.

Highly Desired

- Experience with Munis ERP, including Munis Cubes.

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 the Administrative Services organization at Midpen's office in Los Altos, California and reports to the Procurement Program Manager. Midpen offers a hybrid office/telecommute work schedule for this position, which includes a 9/80 schedule.

Education and Experience: 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 the completion of twelfth (12th) grade supplemented by college-level coursework in accounting or finance and five (5) years of experience in the maintenance of financial and accounting records, budgeting, grants support, procurement support, or financial support experience.

Licenses & Certifications Required: Possession of a valid California Driver's License.

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: apply online at [CalOpps.org](https://calopps.org)

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

Application deadline is September 7, 2025. 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: *(We are unable to accommodate individual schedules)*

First Interview (virtual): September 18, 2025

Written Exercise (virtual): September 23, 2025

Second Interview (in person): October 7, 2025

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.

Midpen reserves the right to limit or deny off-duty employment or business ownership which creates a conflict of interest or an incompatibility with District employment. Additional information can be found in the Personnel Policies and Procedures Manual [Section 4.13 Off-Duty Employment and Business Ownership](#).

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 or hr@openspace.org.

Put your passion for Open Space to work!