

County of Santa Cruz

INVITES YOU TO APPLY FOR:



PURCHASING MANAGER

(Division Manager General Services)
Supplemental Questionnaire Required

Promotional Only

Job # 24-MV3-03

Salary: \$8,020 - \$10,710 / Month

Closing Date: Friday, October 18, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general direction plan, organize, manage, coordinate, supervise and evaluate the programs of the centralized purchasing division, including the warehouse; develop, implement and enforce purchasing policies and procedures; and assess and evaluate purchasing systems and procedures and recommend improvements. The incumbent will work directly and actively with purchasing software, Excel spreadsheets and financial programs. The Purchasing Manager will report to the General Services Deputy Director. The vacancy will be in the **Purchasing Division** of the General Services Department. (NOTE: The official job title of this position is Division Manager-General Services.) **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.

THE REQUIREMENTS: Any combination of education and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from college with degree in Business or Public Administration or related field **and** a certificate in Purchasing Administration such as C.P.M., CPSM, CPPO, or equivalent. Four years of



technical purchasing experience, including two years of supervisory experience and some experience performing centralized purchasing for a public agency.

Special Requirements: Must possess and maintain a valid California Class C Drivers License; physically and mentally capable of performing the position's essential functions as summarized in the typical tasks of this specification; pass background security check.

Knowledge: Thorough knowledge of the principles and practices of centralized purchasing, including purchasing ethics and standards, inventory standards and control, contract negotiations and competitive bidding; and the laws, regulations and procedures applicable to public agency purchasing. Working knowledge of current market conditions, pricing and sources of supply and services; automated purchasing programs and e-procurement applications; warehousing functions and inventory control; principles of supervision and training; record keeping methods and procedures; and budgetary practices and procedures. Some knowledge of office operations.

Ability to: Manage, plan, organize, schedule, assign, and supervise the operations of a centralized purchasing division; analyze requisitions; write clear and concise specifications, reports, policy and procedural manuals, and contracts; evaluate bids and make objective awards; analyze technical purchasing problem areas and recommend solutions; understand and assist in implementation of automated purchasing systems and e-procurement programs; input, access and analyze data using a computer; supervise, train and evaluate subordinate staff; establish and maintain effective working relationships with others; and communicate effectively orally and in writing.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

PURCHASING MANAGER – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your supervisory experience and describe your leadership style when faced with a challenging change management situation, involving technical procurement techniques or changes in procedures or technology. Include a specific example which showcases your leadership skills and knowledge of the subject area. Be specific about the challenge and how you handled the situation with your team.
2. Describe your background and knowledge of laws/regulations and procedures associated with public agency solicitations, contracting and specifically government mandates such as Living Wage.
3. Describe your experience with the training of staff and/or others for the implementation of new computerized systems and the procurement process of an entire agency. Include any related public presentation experience.
4. Describe your experience in the following areas: a) compliance tracking, b) fraud detection, c) records retention.
5. Describe your experience, including your role and involvement, with developing a RFP or a detailed solicitation.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com