



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Procurement System Coordinator - Time-Limited

An Equal Opportunity Employer

SALARY

\$25.97 - \$31.56 Hourly \$2,084.71 - \$2,533.44 Biweekly \$4,516.88 - \$5,489.13 Monthly
\$54,202.51 - \$65,869.51 Annually

OPENING DATE: 02/13/18

CLOSING DATE: Continuous

THE POSITION

eProcurement - Technical Support - Customer Service

Join the Purchasing Team as the Procurement System Coordinator - Time-Limited!

Salary up to \$31.56/Hr. (\$65,869.51/Yr.)

The Procurement System Coordinator provides integral support to the Purchasing Division of the General Services Department by developing an understanding of current business processes, systems, and requirements. They provide ongoing EFS software support, including coordinating system updates and improvements. Responsibilities will include:

- Acting as the liaison between County Purchasing staff and the EFS Support Organization team
- Tracking EFS-related process and policy changes and creating functional design documents for modifications
- Assisting in the preparation of EFS enhancements
- Reviewing and providing feedback to improve County business processes and/or products
- Developing functional design documents for modifications to the application
- Identifying project concerns, issues, and/or risks, and communicating information to stakeholders
- Developing EFS test plans (scenarios, cases, and scripts), conditions, and expected results
- Supporting training exercises by defining necessary data

The ideal candidate will possess:

- Experience working with Oracle (PeopleSoft) eProcurement
- Significant experience performing hardware and software technical support
- Experience delivering excellent customer service to system users
- Initiative to drive tasks to completion
- The aptitude for effectively managing work priorities and meeting deadlines in a fast-paced environment

Benefits Sonoma County Puts to Work for You

In addition to a competitive starting pay, expansive opportunities for growth and development, being part of a challenging and rewarding work environment that offers continuous training and education, and the satisfaction of knowing that you are working to better the communities of our region, you can look forward to some excellent benefits*, including:

- A cash allowance of approximately \$600 per month
- An annual Staff Development/Wellness Benefit allowance up to \$500
- Eligibility for a 5% salary increase after 1040 hours (approximately 6 months when working full-time) for good work performance; eligibility for a 5% salary increase every

- year thereafter for good work performance, until reaching the top of the salary range
- Competitive vacation accruals, 11 holidays per year, and accommodating sick leave accruals
- Significant County paid premium contribution to several health plan options
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits

*Benefits described herein do not represent a contract and may be changed without notice.

This recruitment is being conducted to fill a Procurement System Coordinator position in the General Services Department. The employment list established from this recruitment may also be used to fill future full-time, part-time, or extra-help positions as they occur during the active status of these lists.

Note: This time-limited position is funded until October 15, 2019, and may be extended.

The Civil Service title for this position is Department Information Systems Technician II.

APPLICATION SUBMISSIONS REQUIRE THE MANDATORY SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Any combination of education and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally this would include:

The equivalent to completion of nine semester or twelve quarter units in information systems, computer science or a closely related field **AND**

Two years of full-time experience performing computer systems support, at least one year of which included configuring, installing, monitoring and maintaining systems components in a multi-platform information systems environment.

License: Possession of a valid driver's license at the appropriate level, including special endorsements, as required by the State of California, may be required to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Customer support techniques; basic network principles; commonly used software applications; system performance monitoring; troubleshooting; technical documentation methods and procedures; IT systems components and architecture; IT systems security methods and techniques; oral and written communication techniques; network equipment, tools and peripherals; operating systems installation and configuration procedures; and server maintenance techniques.

Ability to: communicate factual and procedural information clearly, orally and in writing; gather and analyze basic facts and draw conclusions; install, configure, and test software on customer workstations; identify and resolve issues and problems; prepare and update manuals, instructions, and operating procedures; provide information and assistance to customers; ensure the application of appropriate security measures in accord with established procedures; assist in implementing and maintaining network and systems services; monitor network and systems performance and troubleshoot basic problems; maintain database operations; create reports and manipulate data in response to customer requirements; and carry out server maintenance functions.

SELECTION PROCEDURE

& SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.

- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination (Weight 100%)**. Each application and supplemental questionnaire will be thoroughly evaluated for satisfaction of minimum qualifications and relevance of educational coursework, training, experience, knowledge, and abilities that relate to this position. Candidates possessing the most appropriate job-related qualifications will be placed on an employment list and referred to the department for selection interviews.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR

EXAM #18/02-0157-O
PROCUREMENT SYSTEM COORDINATOR - TIME-LIMITED
AK

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

Procurement System Coordinator - Time-Limited Supplemental Questionnaire

- * 1. Please describe your education and coursework in the areas of computer sciences and information systems. Include the names of related courses completed, the number of units earned, and the name of the accredited college.
- * 2. Please describe your qualifying computer systems support experience. Include a description of the duties you performed, the job title(s) held, dates of employment (mm/yy to mm/yy), and the name of the employer(s) or training program(s) where you gained your experience.
- * 3. Please describe your experience utilizing automated purchasing systems, electronic commerce, and other procurement-related software. Highlight any specific experience you have working with Oracle (PeopleSoft) eProcurement. For each system or type of software you list, please provide an example of the type of work you performed and your level of proficiency (beginner, intermediate, or advanced).
- * 4. Please describe your experience testing, documenting, and training users on software applications.
- * 5. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.
 - ☐ I would also like to be considered for future part-time positions.
 - ☐ I would also like to be considered for future extra-help positions.
 - ☐ I am only interested in full-time positions.
- * 6. How did you first learn about this opportunity?
 - ☐ Alliance for Innovation
 - ☐ California State Association of Counties
 - ☐ CalJobs
 - ☐ College or University
 - ☐ Craigslist
 - ☐ Employee of Sonoma County
 - ☐ Facebook
 - ☐ GovernmentJobs.com
 - ☐ Hispanic Chamber of Commerce of Sonoma County
 - ☐ Indeed
 - ☐ ITJobs.com
 - ☐ La Voz
 - ☐ Latino Service Providers
 - ☐ Monster
 - ☐ sonoma-county.org/www.yourpath2sonomacounty.org
 - ☐ Sonoma County Human Resources Office
 - ☐ Sonoma County Job Line
 - ☐ Twitter
 - ☐ Veterans Services Office
 - ☐ Other Internet Site

* Required Question