



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

Procurement Specialist

An Equal Opportunity Employer

SALARY

\$27.13 - \$32.98 Hourly \$2,177.83 - \$2,647.43 Biweekly \$4,718.63 - \$5,736.10 Monthly
\$56,623.57 - \$68,833.22 Annually

OPENING DATE: 03/28/18

CLOSING DATE: 04/18/18

THE POSITION

Purchasing - Contracts - eProcurement

**Join the County of Sonoma's General Services Team as a Procurement Specialist
Starting Salary up to \$32.98/hour* (\$68,833/year)**

The County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment that provides continuous training and education, and the satisfaction of knowing that you are working to better our communities. You can also 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
- Competitive vacation and sick leave accruals, 11 holidays per year
- 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
- Retirement fully integrated with Social Security
- Eligibility for a 5% salary increase after 1040 hours (6 months when working full-time) for good work performance; eligibility for a 5% salary increase for good performance every year thereafter, until reaching the top of the salary range

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

Your Role as a Procurement Specialist

As a Buyer you will be responsible for purchasing, or negotiating to purchase, items in both general and specialized commodity areas, such as equipment, materials, services, construction, or data processing. You will work with department officials to determine needs, initiate and process requisitions, resolve problems concerning goods or billing, correspond with vendors, and review bids for legal correctness, price, and acceptability.

The ideal candidate will have:

- Extensive experience managing Request for Proposal and Request for Qualifications processes
- Considerable knowledge of bid process management
- The proven ability to collaborate in a team environment
- Experience working with Oracle (PeopleSoft) eProcurement
- Possession of, or actively pursuing, a Certified Professional Supply Manager (C.P.S.M.), Certified Professional Public Buyer (C.P.P.B.), and/or Certified Public Purchasing Officer (C.P.P.O.) certification(s)

The Civil Service Title for this position is Buyer.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**MINIMUM QUALIFICATIONS**

Education and Experience: Any combination of education, training, and experience which would likely provide the required knowledge and abilities. Normally, this would include college or university courses in purchasing, marketing, and economics, or a related field; **and** two years of purchasing experience.

Certification: Possession of a Certified Purchasing Manager (C.P.M.), Certified Professional Supply Manager (C.P.S.M.), Certified Professional Public Buyer (C.P.P.B.) or Certified Public Purchasing Officer (C.P.P.O.) certification; or an equivalent certification by an accredited association, is desirable.

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 depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: modern purchasing policies and procedures including ethics and standards of purchasing practices, inventory standards and controls, quality control, and value analysis techniques in evaluating vendor capacity, capability, and performance; bid preparation, solicitation, award and evaluation to assure economics of price, standardization of specification, competitive bidding, contract negotiations, and penalty procedure for noncompliance; County ordinances and regulations governing County procurement; current market conditions and prices on various types of materials, supplies, equipment, and other commodity items, sources of supply and services.

Working knowledge of: communication skills and data collection techniques for establishing sources of supply, product and vendor information; office procedures, accounting and budgetary controls, statistical analysis, and market research techniques; modern training techniques.

Ability to: analyze requisitions and prepare product specifications and contracts; evaluate bids and make awards impartially and objectively; establish and maintain effective working relationships with departmental officials, employees, sales representatives, and the public; prepare written reports and maintain records; write and speak clearly and concisely; train, organize, and review the work of a Buyer Trainee.

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](https://agency.governmentjobs.com/sonoma/job_bulletin.cfm?JobID=2027620) 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 scored using position-specific criteria. 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 and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

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. 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

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

EXAM #18/03-0335-O
PROCUREMENT SPECIALIST
AK

Procurement Specialist Supplemental Questionnaire

- * 1. Please list your professional procurement certifications issued by a national purchasing association, such as Certified Professional Supply Manager (C.P.S.M.), Certified Professional Public Buyer (C.P.P.B.), or Certified Public Purchasing Officer (C.P.P.O.).

- * 2. Please detail your education and/or training in purchasing, marketing, and economics, or a closely related field. Include courses you completed, semester/quarter units awarded, any degrees obtained, and the name of the institution(s) attended.
- * 3. Please detail your experience that qualifies you for this position, include your employer(s), job title(s), and dates employed (mm/yy-mm/yy). The minimum qualifications normally include two years of purchasing experience.
- * 4. Please describe your experience related to managing bids, requests for proposals and/or information, and contracts. Provide the types and the size (in dollars) of commodities that you were responsible for purchasing.
- * 5. Please describe your experience utilizing automated purchasing systems, electronic commerce, and other related procurement software such as 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).
- * 6. 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.
- * 7. How did you first learn about this opportunity?
 - ☐ California Association of Public Procurement Officials (CAPPO)
 - ☐ California State Association of Counties
 - ☐ CalJobs
 - ☐ careersingovernment.com
 - ☐ Craigslist
 - ☐ Employee of Sonoma County
 - ☐ Facebook
 - ☐ GovernmentJobs.com
 - ☐ Hispanic Chamber of Commerce of Sonoma County
 - ☐ Indeed
 - ☐ Institute for Supply Management
 - ☐ La Voz
 - ☐ Latino Service Providers
 - ☐ Los Cien
 - ☐ Monster
 - ☐ National Institute of Governmental Purchasing
 - ☐ Press Democrat
 - ☐ sonoma-county.org/www.yourpath2sonomacounty.org
 - ☐ Sonoma County Job Line
 - ☐ Sonoma County Human Resources Office
 - ☐ Twitter
 - ☐ Other Internet Site

* Required Question