



City of Milpitas

Announces a job opportunity for Buyer

Working Title: Buyer
Annual Salary Range: \$71,150 - \$93,655
Final Filing Date: Thursday, June 11, 2015

About the Position

The Finance Department's responsibilities include budget, accounting, treasury, debt management, utility billing and collection, risk management, internal audit and purchasing.

The Finance department is seeking a qualified professional who will be responsible for purchasing a wide variety of standardized and specialized materials, supplies, equipment and services for the City and who will successfully consult with customer departments in developing specifications and soliciting bids for goods or services.

Examples of Duties – duties may include, but are not limited to, the following:

- Purchase a wide variety of standardized and specialized materials, supplies, equipment and services for the City.
- Review incoming requisitions for accuracy and completeness; resolve any problems or discrepancies with customer department.
- Solicit both informal and formal bids.
- Contact suppliers and vendors to determine availability, price, terms and delivery schedules regarding specific requisitions.
- Analyze and evaluate competitive bids and make recommendations regarding award.
- Develop and prepare purchase orders and contracts; process all paperwork related to purchases including insurance certificates and endorsements.
- Administer and review purchase orders and contracts; verify invoices against receipt; resolve discrepancies and problems regarding prices, delivery and/or quality.
- Maintain contact with vendors and salespersons to remain informed on price trends, availability of supplies and goods, and new products available to the City.
- Prepare reports and make presentations as necessary.
- Perform other related duties as assigned.

Minimum Qualifications

Experience: Two years of increasingly responsible experience in a public agency environment, purchasing supplies, material, equipment and services.

Education: A Bachelor's degree from an accredited college or university in Supply Management, Purchasing, Business Administration or a closely related field. Up to two years of additional experience in the performance of purchasing related duties within a public agency environment may be substituted for two years of the educational requirement.

License: Possession and maintenance of a valid California Driver's License and current automobile insurance are required. Possession of current CPM, APP, CPPO, or CPPB credential or other equivalent credential issued by a professional purchasing organization is highly desirable.

Knowledge and Abilities: To fulfill the position responsibilities, general knowledge and experience in the following specific areas is desirable:

Knowledge of:

- Principles, practices and procedures of purchasing; governmental purchasing laws and procedures.

- Types and sources of supplies, materials, and equipment commonly used in a city including terminology and nomenclature.
- Methods of purchasing by specification and/or scope of work using competitive bidding or request for proposal.
- Basic bookkeeping procedures and practices.

Ability to:

- Research and write specifications and scopes of work for a wide variety of products and services.
- Effectively purchase a variety of materials, supplies, equipment and services.
- Interpret and apply applicable ordinances, rules and regulations.
- Deal effectively with suppliers and contractors in situations requiring judgment, tact and firmness.
- Communicate effectively, orally and in writing; establish and maintain effective working relationships.
- Ability to keep records, plan, schedule and manage projects; working knowledge of MS Word and Excel.
- Ability to learn and utilize financial software for Purchasing.

Special Requirements

Essential duties require the following physical abilities and work environment: Ability to work in a standard office environment, attend night (evening) meetings, and travel to various locations within and outside the City of Milpitas.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

To Apply

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Salary and Benefits

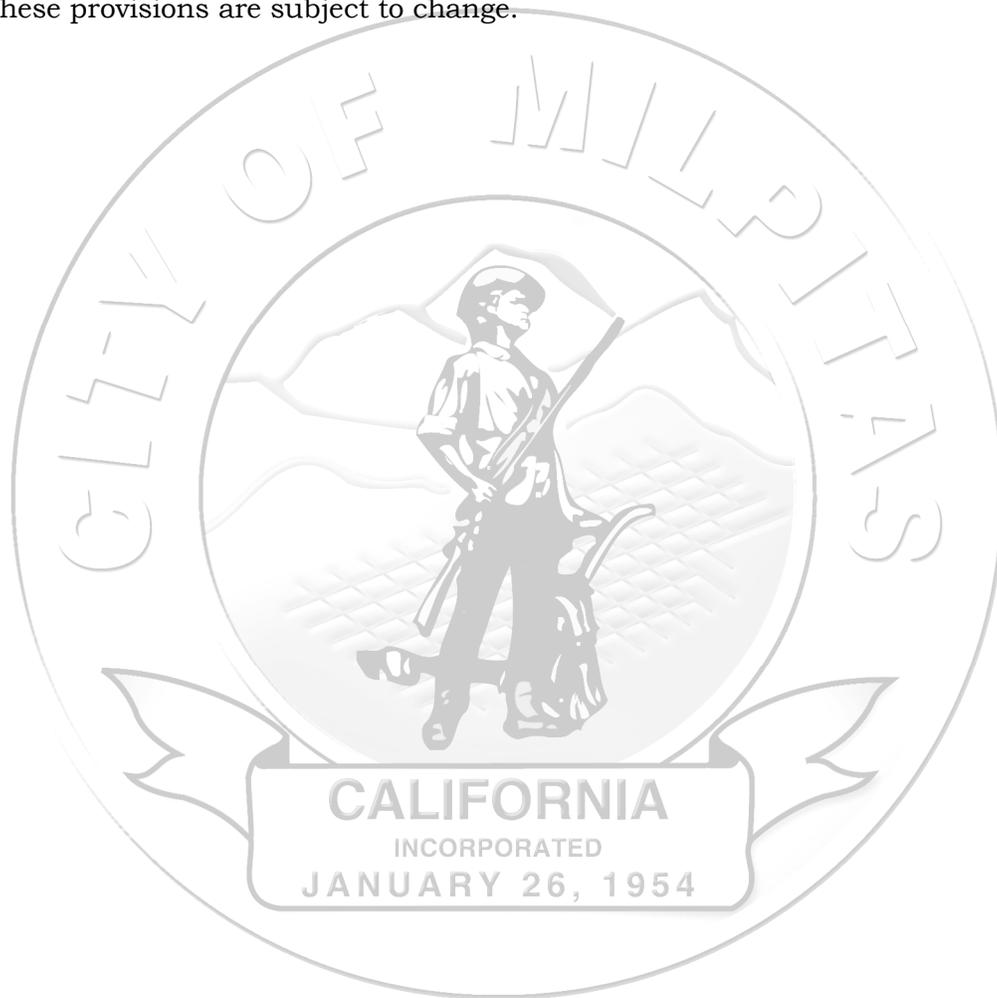
The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range is \$71,150 - \$93,655 annually. The City provides an excellent array of benefits that includes the following:

- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, subject to an individual's eligibility and applicable pension reform law.
- Contributory Retirement Plan - New Hire Employee pays 7% or 6.25% employee PERS contribution subject to an individual's eligibility and applicable pension reform law. Employee will also pay 8.3% towards the employer PERS contribution, with a reduction to 4.3% towards the employer PERS contribution effective July 1, 2015.
- Vacation - 16 days per year to a maximum of 36 days per year.
- Sick - 12 days per year
- Holidays - 13 days per year
- Health Insurance - Multiple plans

- Dental and Vision – City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid.
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.



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PH: 408-586-3090 • Fax: 408-586-3092

<http://www.ci.milpitas.ca.gov/government/hr/employment.asp>

