

CITY OF VALLEJO, CA



INVITES YOUR INTEREST IN
THE POSITION OF

**PURCHASING
MANAGER**



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 151 year history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2019-2020 total budget of over \$239 million, with a General Fund of approximately \$110 million. The City has an authorized staff of 600 FTEs employed in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

Vallejo City Council has adopted the following goals and priorities:

- Ensure financial stability of City government
- Support the safety and well-being of our community
- Promote robust economic development
- Invest in, sustain and plan future infrastructure
- Provide for organizational stability and efficient government



THE DEPARTMENT

The Finance Department assists other departments in the City in meeting their service objectives by allocating and monitoring the City's financial resources, financial reporting, payroll, accounts payable, accounts receivable, centralized and de-centralized purchasing, and other financial transactions. The department monitors and reports on the financial position of the City, bills and collects most City revenues, provides treasury services and monitors the City's debt and trustee activity.

The Department assists the City Manager with the annual operating and capital improvement budgets and in developing and maintaining the city's long-range financial projections. The Finance Department provides a number of financial support services to the City Council, City Manager, and other City departments.

In addition, the Finance Department directs and manages the financial activities of the City and manages services provided to other City departments. Services provided by the department include:

- Budget preparation and administration
- Preparation of the City's annual financial statements
- General accounting and reporting
- Purchasing
- Accounts payable
- Payroll
- Debt management
- Administration of the citywide water service accounts, including customer service, meter reading, and billing and collection
- Long-range financial planning
- Business licenses
- Treasury management
- Cashiering



THE POSITION

The Purchasing Division is made up of the Purchasing Manager, an Accountant, and an Accounting Technician; and is tasked with the City's centralized and de-centralized purchasing, and accounts payable.

The Purchasing Manager is responsible for the direction, management, supervision, and coordination of the activities and operations of the Purchasing Division within the Finance Department; coordination of decentralized purchasing activities and operations with other City departments and divisions, as well as outside agencies; and to provide highly responsible and complex administrative support to the Finance Director.

Incumbent will serve as principal purchasing official for the City; assume management responsibility for all services and activities of the Purchasing Division including coordination of department level staff tasked with purchasing activities and decentralized City-wide procurement; negotiate and finalize terms of agreement with selected sources; prepare contract documents; and administer contract services and activities.

The Purchasing Manager is the Purchasing Division liaison to other departments, divisions, and outside agencies by providing assistance and acting as a resource for procurement related activities, formal bids and proposals, budgetary estimates, negotiating and resolving sensitive and controversial issues, coordinating on-going City-wide training, and facilitating regular, collaborative discussions with departments and purchasing staff.

Incumbent will also manage and participate in the development and administration of the Purchasing Division annual budget; direct and participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustment; oversee citywide fixed assets reconciliation and maintain inventory processes and controls.

THE IDEAL CANDIDATE

The ideal candidate for this position will be an energetic and collaborative team builder with excellent communication and problem-solving skills. The successful candidate will exercise sound judgment and deductive reasoning; develop, interpret, explain, and diplomatically enforce procurement policies and procedures; effectively procure quality products, services, and equipment on a timely basis at competitive prices; analyze, evaluate, and modify complex purchasing methods and procedures; analyze and evaluate products and price variables requiring in-depth research; evaluate technical and functional specifications prepared by departments for accuracy and appropriate content; prepare accurate and legally correct complex specifications and contracts; prepare clear, concise and detailed statistical reports, including recommendations. The selected candidate will be able to present alternative options and creative solutions in addressing challenging procurement issues.

Application Process

The final filing date is **12/16/2019 5:00 PM**

For more information or to apply, please visit our website: <https://www.governmentjobs.com/careers/vallejo>

and click on the “apply” button on the bulletin.

Only online applications will be accepted. Candidates must attach a cover letter, resume, and three-five professional references to their online application for it to be considered complete.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to interview. Interviews are tentatively scheduled for **early January**. Only the most qualified candidates will be invited to interview.



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$121,373.51**.

BENEFITS

Some of our benefits include the following:

Retirement -The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPRA, the retirement formula is 2% at 62, with an employee contribution of 6.25%.

Deferred Compensation - The City offers voluntary 457 plans.

Health Insurance - The City participates in the CalPERS Health Benefits Program; Delta Dental and VSP Vision.

Vacation—80 hours (0-4 years of service); 120 hours (5-10 years of service); 160 hours (11-20 years of service); 200 hours (21-26 years of service); 224 hours (more than 26 years of service)

Holidays - 11 paid holidays, plus 2 floating holidays

Sick Leave - 12 hours per month

Life Insurance and AD&D -term life insurance and AD&D insurance at no-cost to the employee.

Flexible Spending Account (FSA) - Offered to employee and eligible family members