

The City of Stockton invites your interest for the position of

# PROCUREMENT MANAGER

## ADMINISTRATIVE SERVICES DEPARTMENT



Annual Salary  
Up to \$129,099\*

\*Depending on Qualifications

# Administrative Services Department

The Administrative Services Department provides vital systems and services administered through five divisions: Administration, Budget, Financial and Accounting Operations, Debt and Treasury, and Revenue Services (including Utility Billing).

The department provides a variety of services to the public and City departments, including:

- Direction for City financial planning efforts.
- Debt and Treasury management.
- Reports on accounting and financial activities.
- Revenue services; billing and collecting.
- Utility Billing.
- Refund Requests.
- City Taxes, Utility Users Tax, Business License Tax, TOT, TBID.
- Accounts Receivable, including: Animal License, Parking Citations, City Fees.
- Coordination of City's procurement activities.
- City Fiscal Policies: Land Secured, CIP Debt Financing, Investments, Municipal Utilities Department Reserve, and General Fund Reserve.
- Payroll and Accounts Payable, and
- Debt/Investment/Cash Management.

## Community

Stockton is a renewed city! Having recently emerged from bankruptcy, Stockton is a city that is perhaps better prepared for the future than any other city in California, with a thorough understanding of its operations and finances, and the tools to adjust to economic conditions for decades into the future. With its financial house in order, Stockton has been through the most significant period of change ever experienced in its 165-year history.

Stockton is the 13<sup>th</sup> largest city in California with a dynamic, multi-ethnic, and multi-cultural population of over 300,000 residents. Located in California's great Central Valley, Stockton has grown from a community with rich agricultural roots to an urban destination with an emerging arts and cultural scene, fine dining, shopping, sports, recreation, and family activities.

Stockton is the home of the University of the Pacific, California State University, Stanislaus extension campus, San Joaquin Delta College, and the robust and thriving Port of Stockton with direct waterway access to the San Francisco Bay. Year-round events and venues include the Annual Jazz Brubeck Festival, Bob Hope (Fox California) Theatre, Children's Museum, Haggin Museum, San Joaquin County Fairgrounds, and the Stockton Symphony. The 10,000-seat multi-purpose waterfront Stockton Arena is home to the Stockton Heat, an American Hockey League affiliate of the Calgary Flames. The adjacent 5,000-seat Stockton Ballpark is home to the Stockton Ports, the single-A minor league baseball affiliate of the Oakland A's.

With all of this and so much more to look forward to, Stockton's future is bright.

## The Position

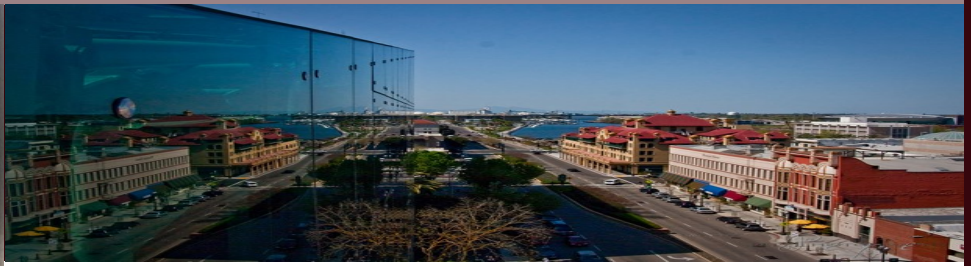
This is a management level class that is responsible for overseeing administration activities throughout the City related to the function of procurement, contract, materials management, and bidding which includes centralized procurement of materials, technology products, supplies, equipment, services, and the storage and control of such items. This position is also responsible for the management of reprographics including duplicating, document services, and mail functions. This class is distinguished from the Assistant Chief Financial Officer in that the latter assumes full responsibility for other divisions in the Administrative Services Department.

## Ideal Candidate

The ideal candidate is an energetic leader who has extensive experience in managing government purchasing and contract processes. The ideal candidate should possess excellent communication and customer service skills, have an eye for process improvement, place the highest value on community needs and ethical standards, and enjoy working in a close-knit team environment. This position serves as the face of purchasing for the City and must be able to develop relationships among and between City departments and the vendor community.

CITY OF STOCKTON

## Administrative Services



### Administrative Services Mission Statement

To provide financial, administrative and technical support to residents, business partners, decision makers and other City departments; and to safeguard and facilitate the optimal use of City resources for strategic financial planning.



### Principal Duties

- Organizes, develops, directs and manages the development, direction and implementation of division goals, objectives, policies, procedures, and work standards.
- Serves as the Procurement and Contract Officer (PCO) with full authority to resolve organizational and management problems within assigned areas of program development and administrative services.
- Ensures all administrative procedures and contracts are in conformance with all applicable laws, policies, and directives covering such assigned areas.
- Plans, organizes, assigns, directs, reviews, and evaluates the work of assigned staff.
- Participates in the selection of staff and provides for their training and professional development; interprets City policy to employees.
- Provides consultation and makes recommendations with regard to policies affecting city departments, boards, and commissions on matters in areas of responsibility.
- Directs the preparation, development, and implementation of the division's budget.
- Assist and responds to audit related procurement matters
- Provides input to the design and implementation of automated and integrated purchasing systems.
- Reviews varied analyses and research related to procurement and material management matters; evaluates their impact upon City operations; prepares reports of findings and makes recommendations for improvements.
- Directs the preparation of a variety of efficiency reports related to division activities to the Assistant Chief Financial Officer and other City departments.
- Manages procurement records and prepares accurate and concise reports, correspondence, financial statements, procedures, and other written materials.
- Represents the City in meetings with representatives of governmental agencies, professional and business organizations, suppliers, and contractors.
- Keeps current of new products, technological changes, legislative changes, trends, and supply functions in the fields of procurement and contract administration.



# Minimum Qualifications

Possession of a Bachelor's degree from an accredited four year college or university with major course work in business, accounting, business administration, public administration, supply management, finance, or a closely related field and five (5) years of experience including two (2) years of management or supervisory experience in the areas of procurement, contract administration, and material management control. Experience in a public agency is desirable.

## Other Requirements:

- Must possess a valid California driver's license.
- Desirable professional certifications include:
- Certified Public Procurement Buyer (CPPB)
  - Certified Public Procurement Officer (CPPO)
  - Certified Professional in Supply Management (CPSM)
  - Certified Purchasing Manager (CPM)
  - Certified Professional Contracts Manager (CPCM)
  - Certified in Production and Inventory Management (CPIM)
  - Must be able to respond within 45 minutes to assigned work area.

# Compensation and Benefits

The annual salary range for the Procurement Manager position is \$101,163—\$129,099 depending on qualifications.

Benefits\* include, but are not limited to:

- Retirement: California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- Vacation: 120 hours of vacation per year.
- Health Benefits: The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision, and prescription coverage for employees and dependents, and offers a choice of four plans.
- Holidays: 12 fixed and 1 floating per year.
- Sick Leave: 96 hours per year.
- Deferred Compensation: A deferred compensation plan is available at the employee's option.
- Section 125 (Flexible Spending Account): Employees may participate on a pre-tax basis for day care and medical expense reimbursement.
- Life Insurance: Policy value of \$50,000.
- Work Schedule: A City of Stockton 9/80 work schedule - 7:30am to 5:30pm, Mondays through Thursdays; 8:00am to 5:00pm on Fridays, with alternating Fridays off.

\*Please visit our website for a complete list of benefits offered by the City of Stockton.

This position is Exempt from FLSA (Fair Labor and Standards Act) and does not qualify for overtime compensation and is subject to Fair Political Practices Commission (FPPC) annual filing requirements. Please see the FPPC website, [www.fppc.ca.gov](http://www.fppc.ca.gov), for more information.

The City of Stockton requires employees in this position to reasonably respond to emergencies at all times. Employees will be required to maintain primary residence within 45 minutes of City Hall in order to timely respond to emergencies and meet the health, safety and welfare needs of the City. New employees have up to three (3) months from date of hire to comply with the requirement. Any interested candidates must be willing to adhere to this requirement throughout the duration of employment.

# The Process

**This is an unclassified/represented position. Only those applicants who best fit the needs of the City will be considered for this career opportunity. Applicants who fail to complete the online application and supplemental questions, and provide proof of education by the closing date will be subject to rejection. Applications and supplemental questionnaires will be reviewed, and only the most qualified applicants will be referred to the hiring department.**

**If you are interested in pursuing this new and challenging career opportunity, please visit our website to apply online at:**

**[www.stocktonca.gov/jobs](http://www.stocktonca.gov/jobs)**

**Final Filing date: 5:00 p.m., August 5, 2022**

*THE CITY OF STOCKTON IS AN EQUAL OPPORTUNITY EMPLOYER*