Selection Process

The process will include a written exam, panel interview and other related test components. Successful completion of a background investigation, fingerprints and credit check are required for this position.

Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the selection process by calling (510) 494-4660.

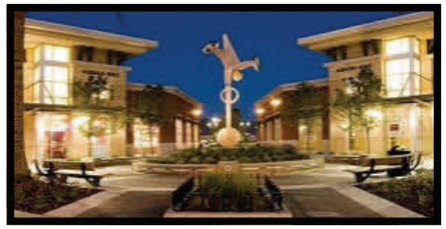
The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Tentative Recruitment Schedule

First Review
March 31, 2014 12:00 p.m.

Oral Board Interviews
TBD

Start Date
May 2014



Contact the City

Phone: (510) 494-4660
Website: www.fremont.gov/employment

Human Resources Department
City of Fremont
3300 Capitol Avenue, Building B
Fremont, CA 94538

Connect with Us:

14FIN02 Posted: 3/11/14

CITY OF Fremont

Join a forward thinking, top notch Finance Department and lead our Purchasing and Accounts Payable Division by applying for:

Purchasing Services Manager

The first review is March 31, 2014 at 12:00 p.m.

The recruitment will remain open until filled.

Candidates are encouraged to apply early.

Your Future is in Fremont

Fremont, a City on the Move!

Recently ranked second on the "Best Run City in America" list by *24/7 Wall St.* and America's third "Sharpest, Smartest City" by *Reader's Digest,* the City of Fremont is a City continuing to move forward! Located in the heart of the Bay Area and Silicon Valley, this strategically urban city prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, and an incredibly diverse population of over 215,000 residents.

As a full service City, Fremont employs over 830 regular employees and has an annual operating budget of $149.3 million dollars . Fremont is an employer that values its people, creativity, quality service, integrity, open communication, mutual respect, and diversity. City of Fremont employees find their work challenging, and most importantly, enjoy the chance to make a difference through public service.

Join an Award Winning Team

The Finance Department has received awards for Excellence in Financial Reporting for the 28th consecutive year and Distinguished Budget Presentation for the 16th consecutive year from the Government Finance Officers Association of the United States and Canada (GFOA).

Examples of Duties

Under the direction of the Finance Director, the incumbent will lead a team of 4 technicians in the purchasing and accounts payable division.

- Advises department heads, elected officials, managers and City staff on procurement matters.
- Acts as primary liaison with City departments, suppliers, contractors, consultants and product representatives on issues and questions concerning purchasing.
- Oversees all phases of procurement of City goods, services, consultants and projects, including but not limited to the development of bid or proposal documents, identification of potential bidders, and bid proposal evaluation.
- Prepares and presents a full range of reports on purchasing issues.
- Manages the accounts payable function to ensure that payments are timely, accurate and in compliance with contractual terms and conditions.
- Manages the storage, inventory and disposal of surplus equipment.
- Participates in the development, implementation and maintenance of division goals, objectives, policies and procedures.
- Reviews and approves purchase requisitions.
- Serves as the liaison for the Purchasing and Accounts Payable Division with other sections of Finance Department, other City departments and outside agencies.
- Serves as principal purchasing official for the City.
- Writes Requests for Proposals.

Education and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be graduation from an accredited college or university with a Bachelor's degree in accounting, finance or public administration and a minimum of five years of progressively responsible experience in purchasing, accounting, finance or budget administration in a government agency with a minimum of two years in a supervisory role.

The Ideal Candidate

The successful candidate will have a thorough knowledge of purchasing practices in the public sector. In addition, the ideal candidate will:

- Have exceptionally strong knowledge of principles and practices of general accounting and internal control mechanisms.
- Possess a working knowledge of principles and practices of effective purchasing and applicable state laws and city ordinances related to purchasing services
- Ability to develop and maintain effective working relationships throughout the City departments as well as with vendors.
- Manage multiple complex projects concurrently and be attentive to detail.
- Have supervisory experience.

Licenses/Certificates/Special Requirements

- This positions requires possession of a valid Class C California Driver's License.
- Must currently possess or obtain a Certified Public Purchasing Officer (CPPO) certificate by the end of the probation period.

Compensation and Benefits

The annual salary is $94,036 — $126,958 depending on qualifications. Current benefit features include:

Cal PERS Retirement Benefit*

- Classic Employees - 2 % @ 60 benefit, 3 yr. final average compensation.
- New Employees - 2% @ 62 benefit, 3 yr. final average compensation.
- Required PERS contributions vary by plan. All required contributions are tax deferred.
- Cafeteria Benefit Plan for employees/ dependents includes $1,750.13/month for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.

A complete benefit summary can be found online at Fremont.gov or by using this link: Benefit Summary

This position is represented by the FAME bargaining unit. The probationary period for this position is twelve (12) months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

Application Instructions

To be considered for this position, submit a completed City application, resume, cover letter and questionnaire:

- Through our online application system at www.fremont.gov/employment or;
- To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538

First review is March 31, 2014 at 12:00 p.m.. The recruitment will remain open until filled. Candidates are encouraged to apply early.

SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this Supplemental Questionnaire is required for your application to be considered for Fremont's Purchasing Services Manager position and is an integral part of the examination process.

This Supplemental Questionnaire will be used to evaluate your work experience as it relates to the position of Purchasing Services Manager.

All answers given in this Supplemental Questionnaire regarding work experience are subject to verification. Any misrepresentation of information will be justification for disqualification from the examination process in accordance with the provisions of the City of Fremont's Personnel Rules.

DIRECTIONS:

Please respond to each of the following questions. **When you apply online, you will have space to insert your answers and will not need to attach a separate copy.**

1. How many years of employment experience do you have in procurement?
   - ☐ None
   - ☐ Less than 2 years
   - ☐ 2-4 years
   - ☐ 5-9 years
   - ☐ 10 or more years

2. What is your highest level of education?
   - ☐ High school diploma or GED
   - ☐ Some college
   - ☐ AA degree
   - ☐ Bachelor's degree
   - ☐ Master's degree
   - ☐ Doctorate

3. Do you have public sector experience?
   - ☐ No
   - ☐ Yes, less than 5 years
   - ☐ Yes, more than 5 years

4. How many years of purchasing, accounting, finance or budget administration experience do you have?
   - ☐ None
   - ☐ Less than 1 year
   - ☐ 1-4 years
   - ☐ 5-9 years
   - ☐ 10 or more years

5. What is your technical level of understanding of principals and practices of general accounting and internal control mechanisms, including best practices?
   - ☐ None
   - ☐ Very Little
   - ☐ Basic
   - ☐ Advanced
   - ☐ Expert

6. Do you have any supervisory experience?
   - ☐ No
   - ☐ Yes, less than 2 years
   - ☐ Yes, more than 2 years

5. Do you possess a Certified Public Purchasing Officer (CPPO) certificate?
   - ☐ No
   - ☐ No, but I am currently in the process of obtaining my certificate
   - ☐ Yes

8. Describe your experience with managing procurement processes in a public agency, touching on solicitation, evaluation, negotiation, and payment processing. *Include the name of your employer, your job title, and the dates you performed the described experience. Please limit your response to this question to no more than 500 words.*