



# PROCUREMENT SUPERVISOR



## ABOUT ZONE 7

The Agency's administrative offices are located in Livermore, CA, the easternmost city of Alameda County, which is bordered by Contra Costa County to the north and San Joaquin County to the east. Zone 7 provides treated drinking water to the City of Pleasanton; the City of Livermore; California Water Service Company - Livermore; and Dublin San Ramon Services District.

At Zone 7, we take pride in recruiting and retaining a highly qualified and committed staff who are all just as dedicated to community service as they are to each other. We employ approximately 115 full-time employees in a diverse range of fields, responsible for the massive job of keeping clean, safe water delivered to the Tri-Valley.

We invest in long-term financial planning and fiscal organizational sustainability in order to ensure all areas of Zone 7 are ready and resilient for any economic storms we need to weather which is why we are rated A++.

## THE POSITION

The candidate will manage, organize, and supervise the activities of the Agency's purchasing and contract administration functions, and purchasing card programs.

This position is responsible for managing and administering the activities of Zone 7 Water Agency's contract and procurement functions including the supervision of staff involved with procuring materials, supplies, equipment, and services through the preparation of specifications for the solicitation of bids. This position reports to the Assistant General Manager - Finance in the Administrative Services Division.

To learn more about working for Zone 7  
Water click on the image below:



Job Announcement: Procurement Supervisor, Zone 7 -County of  
Alameda (jobapscloud.com)







## QUALIFICATIONS & EXPERIENCE

### EDUCATION

Possession of a bachelor's degree in Business Administration, Public Administration or a related field from an accredited college or university.

### EXPERIENCE

Equivalent of six (6) years of recent full-time experience as a journey level procurement professional, which included at least two (2) years of supervisory experience. A bachelor's degree in Business Administration, Public Administration or a related field from an accredited college or university may be substituted for two (2) years of the required work experience.

### DESIRED CERTIFICATION

Possession of a CPM (Certified Purchasing Manager), CPPO (Certified Public Purchasing Officer) or CPSM (Certified Professional in Supply Management) is desirable.

## COMPENSATION & BENEFITS

### YEARLY SALARY

**\$116,854.40 - \$142,001.60**

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. These benefits include but are not limited to\*:

#### For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- County Allowance Credit

#### For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)
- Education Stipend- \$7,500.00 allowance per fiscal year

#### For your Work/Life Balance

- Flexible Work Schedules (Telework days- Monday & Friday)\*
- 11 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave\*\*
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Commuter Benefits Program
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources

\*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

\*Subject to bargaining agreement

\*\* Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

## IDEAL CANDIDATE

### Following Desired Skillsets:

- Adept at preparing accurate and complete bids, proposals and complete bids, proposal and specifications.
- Extensive experience in developing and administering division goals, objectives, and procedures.
- Proven ability to facilitate discussions between customers/partners and potential vendors to agree on contract terms and evaluates bids or proposals to make contract award decisions.
- Understands and applies Agency, County, and other governmental rules and regulations affecting purchasing functions with regards to the negotiating and purchasing of goods and services.
- Ability to lead, direct, and motivate staff with focus on guiding others in accomplishing work objectives.
- Effectively presents and receives information and concepts, in both written and oral formats.
- Possession of a CPM (Certified Purchasing Manager), CPPO (Certified Public Purchasing Officer) or CPSM (Certified Professional in Supply Management) is desired.

### EQUAL EMPLOYMENT OPPORTUNITY

Alameda County has a diverse workforce, that is representative of the communities we serve and is proud to be an equal opportunity employer. All aspects of employment are based on merit, competence, performance and business need. Alameda County does not discriminate in employment on the basis of, race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors protected under federal, state and local law. Alameda County celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment.

[Click here to apply](#)

**Deadline to apply: October 18, 2021 5:00 pm**



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