

The City of
MADERA



JOIN OUR TEAM!

Are you...

Interested in municipal government and public service?

A self-starter who likes to keep busy with a variety of assignments?

Well written with solid communication skills?

NOW RECRUITING FOR: Procurement Services Manager

Apply by 3pm, Friday, February 5, 2021

SALARY

\$1,997.76-\$2,549.64/ Bi-Weekly

PRIMARY RESPONSIBILITIES

The **Procurement Services Manager** plans, develops, administers, and implements the City's centralized purchasing activities; carries out competitive bid procedures and negotiates purchases; buys supplies, materials, equipment, and non-professional services; ensures compliance with all laws and regulations governing public sector purchases; performs other related duties as required.

QUALIFICATIONS

Experience/Education: 3 years experience in a government or commercial procurement or materials management operation, two of which involved supervising the procurement activities of a high-volume procurement section with experience in developing bid specification, contract writing, and contract administration. Graduation from an accredited college or university with a Bachelor's Degree in materials management, business or public administration, economics, or a related field. Additional experience deemed acceptable by the department head and as approved by the Director of Human Resources may be submitted for the required education on a year-for-year basis.

Licenses: Valid Class C California Drivers License

EXAMINATION PROCESS

Only those applicants who meet the qualification standards of this position by the application filing deadline will be allowed to participate in the examination process. Examination scores determine standing on Civil Service eligibility lists. The City Manager, upon recommendation of the department head, will make the final selection and appointment from the established eligibility list.

The examination process may consist of the following parts: *Application Package Review: Qualifying Only; Oral Interview: 100% Weight Value.* Candidates must earn a score of 70% or higher to be considered for the eligibility list.

Applicants who require special examination accommodations due to a disability should contact the Human Resources Department five (5) business days prior to any scheduled examination at (559) 661-5401.

Applicants may be eligible for Veteran's Preference Points (5 points) and should attach a DD214 to their employment application for consideration of this preference.

learn more



madera.gov/apply

COMPENSATION & BENEFITS



SALARY

Compensation and benefits for the Procurement Services Manager position are defined in the Memorandum of Understanding between the City and the Mid Management Bargaining Unit, as well as the City's Personnel Rules. The City's payroll is on a bi-weekly schedule, with 26 paychecks per year. The bi-weekly steps within the salary range for Procurement Services Manager are shown below.

Step A	\$1,997.76
Step B	\$2,097.64
Step C	\$2,202.53
Step D	\$2,312.90
Step E	\$2,428.27
Step F	\$2,549.64

LIFE INSURANCE

The City provides a \$25,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

MEDICARE

The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

LONG TERM DISABILITY

This city paid benefit provides up to 2/3-income protection.

BILINGUAL INCENTIVE

English/Spanish for qualifying individuals and positions after passing annual bilingual test.

DEFERRED COMPENSATION

The City offers a paid/vested contribution of 4.2% of base pay to one of two 457 plans offered to the employee. In addition, the employee may also contribute, though not required.

EDUCATION INCENTIVE

Mid Management employees will receive a 5% incentive for an approved Master's Degree OR 7% incentive for an approved Doctoral Degree. Incentives are calculated on base pay.



RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

Tier I Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 3.375%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. For medical coverage, the City contracts with Blue Shield. Dental insurance is through Ameritas and vision coverage is through Superior.

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

PAID LEAVE

The City of Madera offers a generous paid leave program, including paid holidays, sick leave, vacation, and administrative leave.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/ apply or by calling the City's Human Resources Department at (559)661-5401. Applications must be submitted to the City's Human Department prior to the application deadline. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen.