



City of Lompoc

Purchasing and Materials Manager

SALARY	\$46.45 - \$56.46 Hourly \$3,716.18 - \$4,517.04 Biweekly \$8,051.71 - \$9,786.92 Monthly	LOCATION	City Hall, 100 Civic Center Plaza, Lompoc, CA
JOB TYPE	Full-Time, Permanent	JOB NUMBER	5960626
DEPARTMENT	Management Services	DIVISION	Purchasing
OPENING DATE	08/12/2026	CLOSING DATE	8/26/2026 11:59 PM Pacific

DEFINITION/SELECTION PROCESS

THIS RECRUITMENT IS TO ESTABLISH AN ELIGIBILITY LIST FOR A CURRENT VACANCY. Interested applicants must submit on-line application -- NO paper applications will be accepted. If you forget your password, have application login problems, or get an error message during the application process, please call the NeoGov helpline at **1-855-524-5627** for assistance.

The City reserves the right to stop accepting applications prior to the posted deadline if sufficient numbers of qualified applications are received. Therefore, applicants are encouraged to apply as early as possible. The recruitment is officially closed once it has been removed from the City's website.

Work Schedule: This position follows a Monday through Friday work schedule and is fully on-site at an assigned work location. Remote or hybrid work options are not available. Schedules are depended upon operational needs and are subject to change.

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the centralized purchasing of materials, supplies, services and equipment; ensures that all purchases are conducted within the scope of federal, state, and local laws; provides technical support, information, and assistance to City departments in purchasing and development of standards and specifications for contracting activities; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility including performing purchasing activities that have a significant impact on costs and operations; oversees warehouse operations and asset management for the City; understands the relationship between purchasing and budgetary control for the City; and performs related duties as assigned.

EXAMINATION PROCESS: Based upon screening of the **City application**, résumé, and **responses to supplemental questions**, applicants whose qualifications best meet the requirements of the position will be invited to the examination process. This process may include but is not limited to, panel interview, which consists of an evaluation of some of the essential knowledge, skills, abilities, and job-related experience listed below. Those candidates who pass the examination process are placed on an eligibility list from which the final selection will be made.

SELECTION PROCESS: As authorized by City policy, applicants being considered for hire in this position are subject to fingerprinting for purposes of investigating criminal history background, as part of the employment screening process.

Appointment is subject to successful completion of a pre-employment medical examination (based upon job-related physical standards) by a City-designated physician.

Failure in any one part of the examination or selection processes will disqualify a candidate from further consideration.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

The following duties are typical of this classification. Incumbents may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practice

Plans, organizes, supervises and instructs the work of Purchasing and Warehouse staff; purchases materials, supplies, services and equipment within budgetary and legal limitations; schedules purchases and deliveries; locates sources of supply; maintains commodity files; performs canvassing activities and compares product costs; evaluates quality and suitability of supplies, materials and equipment in relation to City needs; communicates with vendors and manufacturer representatives in person, by telephone, by mail, and electronically; maintains awareness of current developments in the purchasing field, such as prices, new products, market conditions and trends; investigates incomplete requisitions and delinquent orders; examines and processes departmental requisitions; prepares reports pertaining to materials, services, comparative price and price trends; establishes, in conjunction with warehouse and appropriate personnel, minimum inventory levels for materials and supplies and proper quantities to be ordered; confers with department heads to determine purchasing needs and product specifications; develops policies, procedures and forms for the requisitioning of supplies and materials; participates in the preparation of bid specifications and quotes; participates in analysis and evaluation of competitive bids; abstract bids; recommends bidders and service contracts according to applicable state and municipal codes and regulations; prepares and/or verifies purchase orders; verifies and approves invoices; consults and negotiates with vendors and others regarding services, price changes, trade discounts, deliveries, and submission of bids and quotes; promotes the transfer of surplus or unused materials among departments; identifies and recommends the sale of surplus property; upon receipt, examines supplies, equipment and services to ensure accordance with specifications; manages the division budget and service level; assists the department head with budgetary and accounting controls and operations citywide; and assists all departments with year-end preparation for carryover and liquidation of purchase orders, renewal of restricted purchase orders, and inventory needs for the coming year.

In addition to the above, the incumbent oversees the identification, distribution and disposal of City surplus property in accordance with City codes, laws, and policies; directs and evaluates staff performance; and perform other related work as required.

If you are unable to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation, please notify Human Resources at (805) 875-8208.

TYPICAL QUALIFICATIONS

License Required: Possession of a valid and appropriate California Driver's License.

Education/Experience:

- Bachelor's degree in Public or Business Administration, Accounting, Economics or related field; **AND**
- Two years of increasingly responsible professional finance experience, including one year in a public or government procurement function; **AND**
- One year of supervisory experience

Knowledge of:

- Purchasing principles and practices

- Types of common supplies, materials, services and equipment commonly used in a municipal agency
- Competitive bidding procedures, requirements for public projects and the Davis-Bacon guidelines
- Governmental fund accounting and cost accounting
- Principles and techniques of inventory control and record keeping
- Principles of business letter writing and basic report preparation
- General principles of supervision, training, and delegation of work

Ability to:

- Plan, coordinate, and direct the central purchasing operations of a municipal agency
- Read and interpret laws, rules and regulations affecting municipal purchasing operations
- Prepare clear specifications and bid requests in accordance with established procedures and format
- Operate a vehicle observing legal and defensive driving practices
- Understand and carry out complex oral and written instructions requiring problem solving and independent decision-making
- Meet, interact and mutually problem solve effectively with vendors, public and private officials, the general public and City staff

SUPPLEMENTAL INFORMATION

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical: **Strength category:** Light Work – Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. May involve significant standing, walking, pushing and/or pulling. Frequent sitting and typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck side to side. On rare occasions stoops, crouches, kneels, climbs stairs, ladders, extends neck upward and downward. **Vision:** visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** ability to effectively hear/comprehend oral instructions and communication.

Mental/Psychological: Understand, remember and carry out detailed job instructions; utilize complex reading, writing, and math skills; work cooperatively and interact appropriately with those contacted in the course of work, including the general public; respond appropriately to criticism from a supervisor; respond quickly to changing priorities; communicate effectively orally; perform effective multi-tasking; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS:

Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier and telex fax machines, and other standard office equipment; extensive contact with City staff. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.

Employer

City of Lompoc

Address

100 Civic Center Plaza

Lompoc, California, 93436

Phone

805-875-8208

Website

<http://agency.governmentjobs.com/lompocca/default.cfm>

Purchasing and Materials Manager Supplemental Questionnaire

*QUESTION 1

The information provided in your application must support your selected answers in the supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during an interview. By completing this supplemental questionnaire you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may eliminate you from consideration. "See Resume" is not an acceptable answer to the questions.

- ☐ Yes, I understand and agree
- ☐ No, I do not agree

*QUESTION 2

What is the highest level of degree you possess; specifically relating to Business Administration, Accounting, Economics or a related field?

- ☐ No degree
- ☐ Associate Degree NOT related to Business Administration, Accounting, Economics, or related field
- ☐ Bachelor's Degree NOT related to Business Administration, Accounting, Economics or related field
- ☐ Master's Degree NOT related to Business Administration, Accounting, Economics or related field
- ☐ Associate Degree / related to Business Administration, Accounting, Economics or related field
- ☐ Bachelor's Degree / related to Business Administration, Accounting, Economics or related field
- ☐ Master's Degree / related to Business Administration, Accounting, Economics or related field

*QUESTION 3

What best describes your level of financial record keeping experience?

- ☐ No Experience
- ☐ Unskilled Level (less than 1 yr)
- ☐ Trainee Level (1 year to less than 2 years)
- ☐ Semi-skilled Level - some experience (2 years to less than 3 years)
- ☐ Skilled Level - Highly experienced (3 years to less than 5 years)
- ☐ Advanced Skilled Level - Extensive Experience (5+ years)

*QUESTION 4

What best describes your level of supervisory experience?

- ☐ No Experience
- ☐ Unskilled Level (less than 1 year)
- ☐ Trainee Level (1 year to less than 2 years)
- ☐ Semi-skilled Level - Some experience (2 years to less than 3 years)
- ☐ Skilled Level - Highly experienced (3 years to less than 5 years)
- ☐ Advanced Skilled Level - Extensive experience (5+ years)

***QUESTION 5**

What best describes your level of experience with formal bid processes and procedures?

- ☐ No Experience
- ☐ Unskilled Level (less than 1 year)
- ☐ Trainee Level (1 year to less than 2 years)
- ☐ Semi-Skilled Level - Some experience (2 years to less than 3 years)
- ☐ Skilled Level - Highly experienced (3 years to less than 5 years)
- ☐ Advanced Skilled Level - Extensive experience (5+ years)

***QUESTION 6**

What best describes your level of experience with warehouse and inventory control.

- ☐ No Experience
- ☐ Unskilled Level (Less than 1 year)
- ☐ Trainee Level (1 year to less than 2 years)
- ☐ Semi-Skilled Level - Some experience (2 years to less than 3 years)
- ☐ Skilled Level - Highly experienced (3 years to less than 5 years)
- ☐ Advanced Skilled Level - Extensive experience (5+ years)

***QUESTION 7**

How many years of experience do you have in professional purchasing?

- ☐ No Experience
- ☐ Unskilled Level (less than 1 year)
- ☐ Trainee Level (1 year to less than 2 years)
- ☐ Semi-skilled Level - Some experience (2 years to less than 3 years)
- ☐ Skilled Level - Highly experienced (3 years to less than 5 years)
- ☐ Advanced Skilled Level - Extensive experience (5+ years)

***QUESTION 8**

How many years of experience do you have in public or government procurement function?

- ☐ No Experience
- ☐ Unskilled Level (less than 1 year)
- ☐ Trainee Level (1 year to less than 2 years)
- ☐ Semi-skilled Level - some experience (2 years to less than 3 years)
- ☐ Skilled Level - Highly experienced (3 years to less than 5 years)
- ☐ Advanced Skilled Level - Extensive experience (5+ years)

***QUESTION 9**

What best describes your level of professional finance experience?

- ☐ No Experience
- ☐ Unskilled Level (less than 1 year)
- ☐ Trainee Level (1 year to less than 2 years)
- ☐ Semi-skilled Level - Some experience (2 years to less than 3 years)

- ☐ Skilled Level - Highly experienced (3 years to less than 5 years)
- ☐ Advanced Skilled Level - Extensive experience (5+ years)

***QUESTION 10**

What best describes your level with process management?

- ☐ No Experience
- ☐ Unskilled Level (less than 1 year)
- ☐ Trainee Level (1 year to less than 2 years)
- ☐ Semi-skilled Level - Some experience (2 years to less than 3 years)
- ☐ Skilled Level - Highly experienced (3 years to less than 5 years)
- ☐ Advanced Skilled Level - Extensive experience (5+ years)

*** Required Question**