

County of Santa Cruz

INVITES YOU TO APPLY FOR:



SENIOR BUYER

Supplemental Questionnaire Required

Open and Promotional

Job # 26-VC5-01

Salary: \$7,656 - 9,883 / Month

Closing Date: Friday, October 16, 2026

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: The County of Santa Cruz is seeking an experienced procurement professional to join the General Services Department (GSD) and provide dedicated procurement support to the County's Central Purchasing Team, with a focus on facilitating solicitations for Capital Projects and construction. This position will serve as a key procurement resource for developing scopes, running walkthroughs, and facilitating an equitable public procurement process for large-scale solicitations (Informal Quotes, RFP, IFB, RFQ, Construction Solicitations). A successful candidate will have public-sector procurement experience and expertise in coordinating and supporting competitive solicitations for construction projects, architectural and engineering services, design professionals or consultants, and other procurement-focused project-related services.

The ideal candidate will be an experienced, ethical procurement professional who is a team player and focused on excellent customer service, who can bridge the gap between procurement requirements and the practical needs of subject matter experts for large scale procurements with a focus on construction procurement, and who enjoys working closely with a wide variety of subject matter experts, both internal and external, as well as County leadership to move complex procurement of projects from scoping through contract award, all while providing vendor outreach and support, and excellent customer service.

The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:



Two years of experience performing duties comparable to a Buyer at Santa Cruz County.

Special Requirements: Possession of a valid California Class C Driver's License.

Knowledge: Working knowledge of the principles and practices of centralized purchasing including purchasing ethics and standards, contract development and negotiations and competitive bidding; the laws, regulations and procedures applicable to public agency purchasing; office operations and accounting and budgetary controls; and current market conditions, pricing and sources of supply and senders.

Ability to: Analyze requisitions and prepare product specifications, bids and agreements; evaluate bids and make awards; establish and maintain effective working relationships with others; maintain accurate records and prepare reports; communicate effectively orally and in writing; and read and interpret technical specifications and drawings.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

SENIOR BUYER – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience analyzing requisitions and preparing product specifications, bids and agreements.
2. Describe your experience with facilitating accurate use of public procurement policy, multiple concurrent projects, and your approach to problem solving under pressure.
3. Please provide a copy of a RFP or detailed solicitation that you have completed within the past three years. You may attach it to your application or send it as an email attachment to Katherine.Lennon@santacruzcountyca.gov.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com