



## Midpeninsula Regional Open Space District - *JOB ANNOUNCEMENT*

# Senior Procurement Technician\*

Official Classification title: Senior Finance and Accounting Technician\*

Annual Pay Range: \$87,074 - \$108,747

plus full benefits including CalPERS Pension

**Application Deadline: September 8, 2024**

Midpeninsula Regional Open Space District is seeking a talented, motivated, and skilled professional to fill our Senior Procurement Technician position. The ideal candidate is enthusiastic about open space preservation with a strong background in procurement, and contract-related tasks. We are looking for a self-motivated individual who excels in organization, is detail-oriented, and has the ability to meet deadlines amidst a variety of competing priorities while maintaining adherence to District policies.

**About the District:** Midpen helps plants, animals and people thrive throughout the greater Santa Cruz Mountains region by preserving a greenbelt of more than 70,000 acres of public open space with 250 miles of trails in 27 extraordinary preserves, permanently protected for natural resource conservation and ecologically sensitive public enjoyment and education. Midpen is a public agency with a focused mission that guides our work, and where every employee makes an impact. If you are looking for an outstanding opportunity to contribute to the legacy of open space protection, natural resource restoration and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position! Check out the [Working for Midpen video](#) on our Employment Opportunities page.

**About the Position:** The incumbent will join a tight-knit team within Administrative Services. The Procurement team ensures the appropriate stewardship of District funds by facilitating procurement activities in a strategic, collaborative effort to obtain the best value and ensuring compliance with District policy. Midpen is dedicated to hiring and maintaining a workforce that demonstrates professionalism, accountability, and respect, who value working in a purpose-driven agency that aspires to contribute to an inclusive, diverse, and equitable community. The Senior Procurement Technician position encompasses a range of complex technical responsibilities, as well as administrative support tasks within the procurement process. This position reports to the Procurement Program Manager and is tasked with performing advanced journey-level duties requiring precise and timely execution. The Procurement Senior Technician is responsible for reviewing and routing contracts, entering data into Midpen's enterprise resource planning system (ERP), generating purchase orders, tracking spending, and producing reports. The Senior Procurement Technician works closely with the business functions to conduct sourcing events and is responsible for addressing stakeholder requests. The role also involves aiding departments with purchases by interacting with vendors, supporting price and term negotiations, and administering Midpen's online solicitations tool. Additional responsibilities include records, and data management, and meeting scheduling.

### **A Few Reasons Why You May Love This Job**

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone
- You'll be part of a talented and dynamic team of bright, energetic, and motivated professionals with a passion for the outdoors, trails, and preserving open space
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS)

**Work Environment:** This position is part of the Administrative Services organization at Midpen's office in Los Altos, California and reports to the Procurement Program Manager. Midpen offers a hybrid office/telecommute work schedule for this position, which includes a 9/80 schedule.

**Education and Experience:** We realize your time is valuable, so please apply only if you have at least the required minimum qualifications outlined here: any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to the completion of twelfth (12<sup>th</sup>) grade supplemented by college-level coursework in accounting or finance and five (5)

years of experience in the maintenance of financial and accounting records, budgeting, grants support, procurement support, or financial support experience. Prior experience in the public sector is highly desired.

**Licenses & Certifications Required:** Possession of a valid California Driver's License.

**Benefits:** Midpen provides an excellent benefits package including health, life & disability insurance as well as CalPERS pension. Please see the [Benefits](#) page on Midpen's website for details.

**How to Apply:** apply online at [CalOpps.org](http://CalOpps.org)

(To avoid missing email communication about this recruitment, add [mpropenspace@calopps.org](mailto:mpropenspace@calopps.org) to your contacts or list of safe senders).

**Application deadline is September 8, 2024.** Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an interview.

*The following application items are required to be considered\*:*

1. Fully completed CalOpps employment application
2. Cover letter
3. Resume
4. Supplemental question responses

*\*Incomplete CalOpps employment applications, or applications without the required application items listed here, will not be considered for the position.*

**Recruitment Timeline:** *(We are unable to accommodate individual schedules)*

First Interview (virtual): Tuesday, September 17, 2024

Written Exercise (virtual): Thursday, September 19, 2024

Second Interview (in person at our office): Tuesday, September 24, 2024

**A note to applicants who currently live outside of the San Francisco Bay Area:** before committing to the application process, and if you haven't done so already, we suggest evaluating the feasibility of relocation. We recommend researching the cost of living in the San Francisco Bay Area, the cost to relocate, and typical commute times to Los Altos from outlying areas.

At Midpen, we believe open space is for all. Our public lands are shared spaces provided for the community by the community. All people, regardless of background, deserve respect, dignity, safety, and a sense of belonging. Midpen welcomes all people to enjoy the public open space preserves we hold in trust, supporting the mental, physical, and social well-being of our region.

**Midpeninsula Regional Open Space District is an Equal Opportunity Employer**

Applicants with disabilities may request reasonable accommodation by contacting the Human Resources department at (650) 691-1200 or via email at [hr@openspace.org](mailto:hr@openspace.org).

*Put your passion for Open Space to work!*