



# City of Los Angeles

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City of Los Angeles Personnel Department

[per.lacity.org](http://per.lacity.org)

## SUPPLY SERVICES MANAGER

Class Code: 1865

Open Date: 07-01-16

(Exam Open to Current City Employees)

### ANNUAL SALARY

\$100,370 to \$142,798 and \$120,645 to \$171, 654

The salary in the Department of Water and Power is \$120,080 to \$149,187; \$139,374 to \$173,157; and \$171,466 to \$213,017.

### NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
3. The salary covers multiple pay grades within the class.
4. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### DUTIES

A Supply Services Manager plans, organizes and directs the work of either a centralized City commodity store, or purchasing or materials management activities in a City department; may plan, organize and direct the City's centralized purchasing, materials management, and related distribution activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills equal employment opportunity responsibilities; and does related work.

### REQUIREMENTS

1. Two years of full time paid experience with the City of Los Angeles as a Procurement Supervisor, Senior Utility Buyer, or Stores Supervisor; or
2. Three years of full time paid experience with the City of Los Angeles as a Principal Storekeeper.
3. A valid certification as one of the following may be substituted for one year of the required experience. A copy of the certificate must be submitted.
  - a. Certified Purchasing Manager (CPM) issued by the National Association of Purchasing Management or Institute for Supply Management; or
  - b. Certified Professional Contracts Manager (CPCM) issued by the National Contracts Management Association; or
  - c. Certified Public Purchasing Officer (CPPO) issued by the Universal Public Purchasing Certification Council; or
  - d. Certified Professional Public Buyer (CPPB) issued by the Universal Public Purchasing Certification Council; or
  - e. Certified Professional in Supply Management (CPSM) issued by the Institute for Supply Management

### NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Applicants who are substituting certification for experience lacking must submit a copy of their certificate. Applicants must attach a copy of their certification to the on-line application before the application is submitted. If this certification is attached after the on-line application has been submitted, it will not be available to the City and the applicants will not be credited with having submitted the certification. Applicants who fail to submit their certification at the time of filing by attaching it to the on-line application will not be considered further in this examination.
3. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

## WHERE TO APPLY

Applications will only be accepted on-line. **When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> for Promotional Examinations.

## NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

## APPLICATION DEADLINE

Applications must be received by **THURSDAY, JULY 14, 2016.**

## SELECTION PROCESS

Examination Weight: Essay .....	Advisory
Interview .....	100%

The examination will consist entirely of an interview. In the interview, the following competencies may be evaluated: Judgment and Decision Making, Oral Communication, Process Improvement, Leadership, Industry Knowledge and Job Knowledge, including knowledge of: commodity marketplace in order to source vendors, supplies and services by utilizing manual and automated processes such as The City's Business Assistance Virtual Network (BAVN) and the Electronic Request, Solicit, and Procure (eRSP) system; the methods of data analysis sufficient to research supply services related trends and understand the changing industry in order to provide the lowest ultimate cost to internal customers; the City's contractual procedures and adherence to contract terms and conditions as well as vendor compliance related to purchasing activities; and City personnel rules, policies and procedures relating to supply chain management (e.g. City Code of Ethics and National Institute of Government Procurement) and other necessary skills, knowledge, and abilities.

Additional information can be obtained by going to <http://per.lacity.org/eoo/JobAnalyses.htm> and clicking on Competencies under Supply Services Manager.

At the time of the interview, candidates will be required to prepare some written material related to the duties and responsibilities of a Supply Services Manager. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay will be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified later by e-mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **AUGUST 29, 2016 to SEPTEMBER 9, 2016.**

## NOTES:

1. This examination is based on a validation study.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
5. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of continuous service in those classes that provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
6. A final average score of 70% is required to be placed on the eligible list.
7. If in accordance with the Rule of Three Whole Scores all applicants are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City employment application by Personnel Department staff to ensure that the minimum requirements are met.
8. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protest as provided in 4.20, 4.22, and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.
9. Appointment to this position is subject to a one-year probationary period under the provisions of Charter Section 1011.

## THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.