



City of Los Angeles

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City of Los Angeles Personnel Department

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SUPPLY SERVICES MANAGER

Class Code: 1865

Open Date: 03-28-14

ANNUAL SALARY

\$105,945 to \$131,627 and \$127,347 to \$158,207

The salary in the Department of Water and Power is \$117,721 to \$146,243; \$136,638 to \$169,754; and \$168,104 to \$208,841. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

NOTE:

For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.

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 Certificate 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 will have 7 calendar days from the on-line submission date to submit a copy of their certificate. Applicants who fail to submit this document within the time required will not be considered further in this examination, and their application will not be processed.
3. Some position 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).

WHERE TO APPLY

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> 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, APRIL 10, 2014**

SELECTION PROCESS

Examination Weight: Essay	Advisory
Interview	100%

The examination for Supply Services Manager will consist of an advisory essay and an interview. In the interview, emphasis may be placed on the candidate’s experience and background as they provide knowledge of: laws, rules, procedures and practices related to procurement, warehousing, inventory control and materials distribution; City of Los Angeles contractual procedures related to purchasing activities; methods of researching and forecasting supply services-related trends; supervisory principles and practices including techniques for training, instructing, evaluating, counseling, disciplining, and motivating subordinate personnel; City personnel rules, policies, and procedures, including Equal Employment Opportunity; Memoranda of Understanding as they apply to subordinate personnel; grievance procedures; safety principles and practices; ability to plan, organize, and direct the activities of employees while maintaining a positive work environment; communicate effectively and deal tactfully with others; make oral presentations; conduct business meetings effectively; prepare clear, concise, and persuasive written reports; and other necessary skills, knowledge and abilities.

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

Candidates will be notified later by mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **June 2, 2014 to June 13, 2014**.

NOTES:

- 1. Appointment to this position is subject to a one-year probationary period under the provisions of Charter Section 1011.
- 2. 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.
- 3. 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.
- 4. 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.
- 5. A final average score of 70% is required to be placed on the eligible list.
- 6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

**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.