

CITY OF ALAMEDA
invites applications for the position of:



Support Services Manager (4-day, 36- hour work week schedule)

SALARY:	\$63.73 - \$77.47 Hourly \$119,311.00 - \$145,024.00 Annually
DEPARTMENT:	Alameda Municipal Power
OPENING DATE:	01/03/22
CLOSING DATE:	01/20/22 05:00 PM
FLSA STATUS:	Exempt
NATURE OF POSITION:	

Alameda Municipal Power (AMP) is actively recruiting for an Support Services Manager **This position works on-site and has a 4-day, 9-hour per day work schedule, which means every other Friday is a regular day off.**

This is an **exciting opportunity** to be part of a team making a **significant impact** in the local community. The current salary range is **\$120,504 - \$146,474 annually** plus an **excellent benefit package**. Please read on to learn more about AMP and this career opportunity.

About Alameda Municipal Power

AMP was founded in 1887 and is one of the oldest continuously operating electric utilities west of the Mississippi River. The utility has just over 35,000 customers, comprising approximately 30,000 residential accounts and 5,000 commercial/government accounts. As a community-owned utility, AMP has much to offer its customers including the delivery of 100% clean energy (among the first in the nation to do so); rates that are 20 percent below the neighboring investor-owned utility PG&E; a power reliability record that is among the top in western states; and a portfolio of customer programs offering generous rebates for energy efficiency, electric vehicles, and building electrification.

We've seen a lot of change in 130 years, but through it all there's been one constant: We're as committed today to delivering safe and reliable electricity to the residents and businesses of Alameda as we were in 1887. We'll continue to invest in new and improved ways of doing business to manage costs, improve our service, and improve the environment.

About the Division/Position

The Administrative Division provides business management for the operating divisions of AMP including purchasing, inventory management. The primary goal of the Administration division is to provide accurate and timely information for material support, record retention, customer bill

issuance, financial performance reporting, and decision-making options for the operating divisions.

This is a dynamic time for electric utilities and AMP's Support Services Section plays a key role in ensuring that the Operations section has the equipment and materials it needs to construct, maintain, and operate the transmission and distribution system. As part of the team, you will have the opportunity to help AMP in achieving its goals and vision.

DISTINGUISHING FEATURES:

EXAMPLES OF DUTIES:

The Support Services Manager, leads the electric utility's support services section including centralized purchasing program, storeroom operations, request for proposal/request for quotation/invitation for bid (RFP/RFQ/IFB) process, contracts, pool vehicle fleet operations, surplus property and record retention programs, and facilities and grounds maintenance.

We are looking for a colleague who under supervision, performs a variety of inventory maintenance functions including receiving, storing and issuing supplies and maintaining and reviewing computerized inventory records; performs other related work as required.

Here are some examples of typical job duties:

- Directs, oversees, and participates in planning of administrative and support service operations for the electric utility; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures; and implements changes to improve quality and quantity of services to all departments.
- Plans, coordinates, supervises, selects, trains and evaluates the work of assigned staff engaged in providing support service functions such as purchasing, purchase request and order processing, RFP/RFQ/IFB and contract management, central stores, fleet management and operations, facilities and grounds maintenance, mail processing, surplus property and records retention.
- Develops, plans and implements division goals and objectives; recommends, establishes, and administers policies, systems, and procedures in conformance with City, state, and federal legal requirements.
- Develops, recommends, administers, and monitors the budget for purchasing, facilities maintenance, and other assigned areas.
- Oversees purchasing administration and develops and manages the procurement of materials, supplies, equipment, construction, maintenance, and services for the electric utility including: the RFP/RFQ/IFB process; development of the bidders list including small business programs; assists preparation of specifications in consultation with others on anticipated requirements; coordination, processing, evaluation and awarding of bids for supplies, equipment and services especially those where large expenditures are required; negotiations with suppliers on proposals, contracts, quotations, requisitions, purchase orders, agreements, etc.; and determinations on bid protest or contract claims within delegated authority.
- Directs and administers central Storeroom shipping, receiving, issuing, warehousing, and inventory control operations; develops and implements systems and procedures for the sale of surplus or obsolete material and equipment; plans, coordinates and may participate in physical inventories.
- Supervises the electric utility's record retention program and mailing service function such as U.S. Postal Service, Federal Express, United Parcel Service, etc.
- Supervises maintenance of electric utility buildings, grounds and equipment, janitorial work and building systems, repairs, and improvements; prepares specifications and scope of work; may oversee the work of contractors or vendors performing related maintenance work.

- Administers the electric utility's vehicle fleet operations including procurement, maintenance, and disposal of all vehicles; supervises and directs vehicle and equipment auctions.
- Participates in, prepares and may present various studies and reports including to governing authorities such as the Public Utility Board; attends various seminars, meetings and conferences; and partners to resolves issues with and provides information to other divisions/departments, contractors, and consultants; as well as my direct and oversee work of consultants.
- Develops, provides recommendations, and advises on administrative and support service policies and procedures; and provides training in administrative and support service operations for other departments when needed.

EMPLOYMENT STANDARDS:

Qualifications to Apply

The Support Services Manager requires graduation from an accredited four year college or university with major course work in material management, purchasing, economics, accounting, finance, business or public administration, or a related field and four years responsible professional purchasing and warehousing experience in a large scale operation.

Other Desirable Qualifications

Certificate as a Certified Purchasing Manager as awarded by the National Association of Purchasing Management is desirable.

Certificate as a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) by the Universal Public Purchasing Certification Council is highly desirable.

We will also consider an equivalent combination of education and experience that meets the stated qualifications. Please click [here](#) to view the full job description.

Special Requirement

Be fully vaccinated against COVID-19 by your initial date of employment or provide documentation of religious or medical exemption. Fully vaccinated means you received the second dose of Pfizer or Moderna COVID-19 vaccine 14 days prior to the initial date of employment or you received the single dose of Johnson & Johnson COVID-19 vaccine 14 days prior to the initial date of employment. Documentation of the vaccination will be required prior to your initial date of employment.

Selection Process

Please submit an **online application** detailing your work experience and attach any relevant training certificates.

Applications and questionnaires will be evaluated and candidates whose experience is evaluated as "best qualified" will be invited to an examination process. The examination for this recruitment will consist of a questionnaire review and a structured panel interview. **The interviews are tentatively scheduled for the week of February 14, 2022**

Qualified applicants will be notified of the exact date, time, and location of examinations approximately two weeks in advance. If applicants have not received written notice at least one week prior to the tentative test date listed in the flyer, they should contact the City of Alameda Human Resources Department at (510) 747-4900.

Candidates passing all components of the examination process will be placed on an Eligible List.

A list of names is certified to the department(s) having vacancies based on the type of examination conducted pursuant to the provision of the City's Civil Service Rules. Final selection will be made from the Eligible List by the Department Head subject to approval by the City Manager. The Department Head may utilize additional selection procedures to make a final hiring decision. Placement on an Eligible List does not guarantee employment. Prior to appointment, a thorough reference check will be conducted which may include a credit check

and background. The selection process may be evaluated and revised based on the number of qualified applicants. Federal law requires that prior to employment, you must furnish proof of your identity and eligibility for employment in the United States, as required the U.S. Citizenship and Immigration Services.

Highlighted Benefits

- 4-day/9-hour per day work schedule (every Friday off)
- Employer-paid medical contribution covers premiums for you and your family
- Employer-paid dental contribution covers premiums for you and your family
- Generous pension program (CalPERS retirement)
- Learn more about our benefits [here](#).

E-VERIFY

The City of Alameda utilizes the Federal government's E-Verify program and new employees must provide documentation to establish both identity and work authorization, which includes showing a valid United States Social Security card at the time of hire (photocopies not accepted).

VETERAN'S PREFERENCE CREDIT

A job applicant qualifies as a veteran if honorably discharged from active military, reservist, or National Guard duty of at least 18 consecutive months within the past five (5) years of the date of application. In case of discharge attributable to service-connected injuries or illnesses, the 18 months active duty requirement need not be fulfilled. An applicant claiming veteran's preference credit must attach to their application, a legible copy of their DD-214 verifying the type of discharge and date(s) of active service. **NO OTHER DOCUMENTATION WILL BE ACCEPTED.**

AN EQUAL OPPORTUNITY EMPLOYER

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance to the Human Resources Department. Hearing Impaired TDD (510) 522-7538.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.alamedaca.gov/Departments/Administration/Human-Resources>

Position #2022-7105-01
SUPPORT SERVICES MANAGER (4-DAY,
36-HOUR WORK WEEK SCHEDULE)
CL

2263 Santa Clara Avenue, Rm. 290
Alameda, CA 94501
(510) 747-4900

HR@alamedaca.gov

Support Services Manager (4-day, 36-hour work week schedule) Supplemental Questionnaire

- * 1. The supplemental questionnaire which follows is intended for you to identify your qualifications and experience in specific job related areas. It is critical that you fill out

the supplemental questionnaire completely and accurately. Do not indicate "See Resume". Any experience or education listed in your responses must also be included in the Education and Work Experience sections of the job application. Your responses to the following questions will be evaluated and used to determine whether your application is given further consideration. A resume and/or any attachments will not be considered in determining your qualifications.

I have read and acknowledge the instructions above

- * 2. Describe your procurement, contracting, and purchasing work experience working in or with public agencies. Please include your specific roles and responsibilities and the type of organizations the work was for, as well as the types of goods or services you have procured and/or drafted contracts for.

- * 3. Describe your experience developing and evaluating RFPs, RFQs, and IFBs; processing and evaluating bids, quotations, requisitions, purchase orders, agreements, contracts, etc.; and making recommendations to senior managers and policy-making bodies.

- * 4. What financial/procurement software systems and modules have you used, and how proficient are you using each? Please specifically describe how you have used the software and for what purpose.

- * 5. Describe your work experience managing and supervising 1) warehouse operations, 2) building and grounds maintenance, and 3) fleet and equipment operations and maintenance.

- * 6. By selecting "Yes" below, you certify your understanding that you must be fully vaccinated as described in the job bulletin for this position, by the date of employment (tentatively 2/21/22) and that you will be required to provide verification of such vaccination. If you have a religious or medical exemption, please contact Human Resources.
 Yes No

- * 7. By selecting "Yes" below, I certify that the information contained in this Supplemental Questionnaire is true, complete, and provides an accurate assessment of my knowledge, skills and abilities as they relate to this position with the City of Alameda. I understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal, and that appropriate tests may be given to verify the accuracy of the information given.
 Yes No

* Required Question