



# Purchasing Specialist

Monthly Salary \$5,515- \$6,934

## The Division

This position will be assigned to the City's Purchasing Division which is part of the Finance Department. The department operates under the supervision of the Finance Director and is made up of various divisions including Budget & Analysis, Capital Improvement, Audit, Accounting, Purchasing, Solid Waste (Call Center & Public Counter), Business Tax, Information Systems, and Affordable Housing. The City Purchasing Division is responsible for all contracts, bids, proposals, quotes, and purchases. In addition, staff ensures all Public Contract laws and regulations are being followed.

## The Position

The Purchasing Specialist will perform a variety of technical procurement and related services within the division. This position will serve as a point of contact for all purchasing inquiries and will coordinate purchasing for other departments and outside vendors. Incumbents are expected to provide all levels of purchasing support and coordination on a citywide basis with minimal assistance. Some of the primary responsibilities include:

- Receive, examine, and process purchase requisitions, check for correct ordering, accounting and department approval information.
- Prepare Requests for Proposals and Requests for Bids in accordance with City's purchasing policies and guidelines and consistent with requester's specifications; provide supporting documentation and necessary back-up information; distribute to appropriate vendors; monitor the receipt of responses to ensure timeliness and adherence to the bidding process.
- Serve as a resource to City staff regarding all aspects of the purchasing process; advise on purchasing policies and processes; assist in the preparation of specifications and purchase orders, researching specialty products, and/or services; gather data and provide alternatives.

### THE IDEAL CANDIDATE

The ideal candidate will be a self-managing, detail oriented individual with the ability to communicate in written and oral form. They will possess analytical skills, with previous experience in writing and interpreting contracts, or a related field is desirable. The ability to research, interpret, and implement State and Federal regulations is a key requirement for this position. Managing and prioritizing projects and deadlines are essential. The candidate should enjoy working with vendors and maintain a cooperative working environment with coworkers throughout the City. The successful candidate will be able to organize and speak at vendor meetings, answer questions on materials presented and follow up with vendors.

### BENEFITS & COMPENSATION

- \$5,515- \$6,934 monthly
- CalPERS Retirement Program
- Health, Dental, Life and Vision Insurance
- Longevity Pay

### WELLNESS & ENGAGEMENT CULTURE

- Onsite City Health & Wellness Clinic
- Paid Holidays, Vacation, and Sick Leave
- Recognition and employee appreciation events

### SUPPORT FOR CONTINUOUS LEARNING

- Tuition Reimbursement
- Continuous training and leadership opportunities

**Deadline: October 22, 2025**



Find out more and apply at [visalia.city/careers](https://visalia.city/careers)

### Contact us

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