



**KERN COUNTY**  
**invites applications for the position of:**

**Contract Administrator**

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**SALARY:** \$26.46 - \$32.30 Hourly  
\$2,116.53 - \$2,583.85 Biweekly  
\$4,585.81 - \$5,598.34 Monthly

**DEPARTMENT:** BEHAVIORAL HEALTH & RECOVERY SERVICES

**OPENING DATE:** 06/16/21

**CLOSING DATE:** 06/25/21 05:00 PM

**CAREER INFORMATION:**

**Minimum Qualifications / Employment Standards:**

Five (5) years of experience working in or with purchasing and/or contracts experience in a formal competitive bid environment involving the acquisition of equipment, supplies, and services, two (2) years of which are equivalent to the level of Buyer III or Administrative Coordinator in the Kern County Classification system and have included performing routine and increasingly complex purchasing, contracting or program lead of contracts.

OR

A Bachelor's degree from an accredited college or university in business or public administration, economics, accounting, finance, or a closely related field AND two (2) years of experience equivalent to the level of Buyer III or Administrative Coordinator in the Kern County Classification system and have included performing routine and increasingly complex purchasing, contracting, or program lead of contracts.

OR

Certification as one of the following: Certified Purchasing Manager (C.P.M.) or Certified Professional in Supply Management (CPSM) by the Institute of Supply Management or Certified Public Purchasing Officer (C.P.P.O.) by the National Institute of Governmental Purchasing AND two (2) years of experience equivalent to the level of Buyer III or Administrative Coordinator in the Kern County Classification system and have included performing routine and increasingly complex purchasing and contracting.

Full [Contract Administrator](#) Job Description

Please ensure applicable materials are attached to your application. If you are unable to attach application materials to your application, you may deliver a copy to the Human Resources Division at 1115 Truxtun Ave. First Floor, Bakersfield, CA 93301 or fax to (661) 868-3928.

**Examinations:**

Appraisal (Weight 100%): Will be conducted for the purpose of evaluating the applicant's training, education, experience, interest and personal fitness for the position. Appraisal can be based on any combination of the following: Investigation, oral exam and rating of the application.

Applicants must attain at least a 70% score on each phase of the examination process.

Should an oral exam be necessary, the oral exam will be weighted 100%.

The Human Resources Division may conduct an appraisal of application materials to limit the number of candidates advancing to the oral examination to approximately the top fifteen (15).

This position works within various departments throughout Kern County.

## **ABOUT KERN COUNTY:**

Kern County employees provide opportunities that are purposeful to our community. Every employee and every action contributes to the improvement and strengthening of our county.

To learn more about Kern County, click [here](#) or follow us:



### **High Performance Culture**

Kern County is actively engaged in creating a culture that promotes excellence, innovation and continuous improvement. [LaunchKern](#) is Kern County's continuous improvement initiative based on the principles of Lean Six Sigma. LaunchKern empowers our valued employees to change the way government works by improving their work environment, saving taxpayer dollars and enhancing services to residents.

### **Growth Mindset**

We always encourage our employees to grow and develop. Kern County has a culture of innovation that allows employees to explore creative and more efficient ways to accomplish their work. We provide access to training and continued professional development in an effort to ensure that our employees have opportunities for career growth.

## **ADDITIONAL INFORMATION:**

Admittance to the examination will require a valid government issued photograph identification. Applicants who are unable to present proper identification must make arrangements with the Human Resources Division prior to the test date.

A background check may be conducted for this classification.

Following an offer of employment, you may be required to submit to post offer medical and drug screening tests at County expense.

This examination will establish an eligible list from which immediate appointment(s) will be made. Other permanent and temporary appointments will be made as needed. Successful candidates will remain on the eligible list for a period of twelve-months, unless specified otherwise by the Civil Service Commission. Candidates are encouraged to indicate acceptable geographical locations in which they would accept employment on their application form. Candidates **MUST** be willing to travel to these locations (areas/district offices).

For more information regarding Kern County's recruitment process, please see our [FAQ page](#).

**Kern County is an ADA compliant and an equal opportunity employer and encourages all qualified individuals from diverse backgrounds to apply.**

## **SUPPLEMENTAL:**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kerncounty.com/hr>

1115 Truxtun Avenue First Floor  
Bakersfield, CA 93301  
(661) 868-3480

[hr@kerncounty.com](mailto:hr@kerncounty.com)

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Item #2576  
Position #8138  
CONTRACT ADMINISTRATOR  
BB