



The
County of San Diego
Invites Résumés for

**Chief, Departmental Operations
Procurement Services**
(Unclassified Management)

Anticipated Hiring Range is
\$102,000-\$115,000 Annually
Depending on Qualifications
Excellent Benefits

Filing Period:

OPEN UNTIL FILLED

Equal Opportunity / ADA Employer
Female, Veterans, Minority and Disabled
Candidates Encouraged to Apply



DEPARTMENT OF PURCHASING AND CONTRACTING

The mission of the Department of Purchasing and Contracting is to provide the most effective and efficient delivery of quality goods and services to County departments.

The Department of Purchasing and Contracting received the "National Purchasing Institute's Excellence in Procurement Award" for the 14th consecutive year, placing San Diego County within the top 1% of approximately 3,000 counties nationwide. The Department has an annual operating budget of \$11.0M and employs a permanent staff of 56 .

Contracts and Requisitions for FY 13-14:

- 3,837 active contracts valued at \$5.6B
- 1,675 contracts valued at \$1B

The Department of Purchasing and Contracting operates as an internal service fund (ISF), purchasing all goods, materials and services for the County of San Diego, as provided for in the County Charter. The Department is also responsible for the centralized reutilization and disposal of surplus equipment and salvage materials.



The Department ensures the competitive process is utilized for best price and highest quality while conforming to purchasing regulations and emphasizing excellent customer service practices. An ISF operates on a business-like model directly billing customer departments for the cost of services. Additionally, Purchasing and Contracting is responsible for the County-wide content and records management programs.

The Department places a high value on integrity, innovation, leadership, diversity, customer service and fiscal stability among others.



Chief, Procurement Services

KEY SERVICE AREAS:

- Purchasing of goods and services through standardized processes including Request for Quotation (RFQ), Request for Proposal (RFP), Request for Bid (RFB), and negotiating complex procurements of specialized services
- Property Disposal
- Record Services
- Integration and use of technology to support operations (eProcurement, fiscal/accounting, document/records management, etc.)

THE POSITION

This is an unclassified management position reporting directly to executive management, and oversees a major functional area or several purchasing and contracting activities to include policy creation and supervision of staff. The Chief, Procurement Services is responsible for planning, directing and coordinating the activities involved in the purchase of goods and services for County departments, and centralized redistribution and disposal of surplus equipment, materials and recyclable salvage materials.

KEY RESPONSIBILITIES

- Directs, plans, organizes, and coordinates the purchasing and contracting activities to include financial, budgetary, and administrative functions, and other duties as assigned
- Reviews and analyzes procurements, contracts, and procurement and records management information systems for risk, progress, and implementation in accordance with federal, state and local laws, regulations and guidelines
- Formulates and implements County-wide policies and procedures concerning purchasing, contracting, material management, and property disposal services
- Effectively interacts with other governmental officials, Boards, internal departments, citizen groups, and/or individual members of the public in communicating Department matters
- Identifies operational problems and formulates appropriate solutions
- Aligns program activities with department initiatives and creates opportunities for functional threading

IDEAL CANDIDATE

The ideal candidate will be a decision maker who is dedicated to the highest ethical standards, ensuring responsible stewardship of all that is entrusted to the Department, and be committed to excellence. This individual will have good judgment; is an outstanding communicator; and will keep executive management informed in a timely, complete and accurate manner. Certification by a national governmental organization, or university related to acquisition is highly desirable.

The candidate will possess a professional history that demonstrates the following experience and necessary leadership competencies:

- Experience planning, organizing, coordinating, and directing operations within a purchasing and contracting unit
- Experience developing and implementing policies and procedures related to purchasing, contracting, procurement systems, records management and property disposal
- Experience in contract negotiation and administration, government bidding, and purchasing procedures and processes for large institutions
- Experience analyzing, evaluating, and directing the preparation of complex and time consuming procurements, contracts, and proposals
- Experience using principles, and practices of purchasing, contracting, project management, records management and property disposal
- Stimulates and actively initiates organizational change
- Strong, innovative and visionary leadership and management skills
- Anticipates future consequences and trends and accurately applies knowledge appropriately
- Superior influence and persuasion skills
- Persist overtime in the face of obstacles; tenacious
- Ability to manage multiple priorities and provide operational oversight to senior procurement staff



EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited U.S. college or university, or a certified equivalency for foreign studies, **AND** five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include two (2) years of management or supervision. Click here to review the complete job description.

The successful candidate must also demonstrate familiarity with the County's General Management System (GMS). Information on the GMS can be obtained by clicking on the following link: [County's General Management System \(GMS\)](#).

COMPENSATION

Depending on the qualifications, the appointment is expected to be within the annual range of \$102,000 - \$115,000. The compensation plan is performance based and goal oriented.

BENEFITS

The County offers an outstanding [benefit package](#) that includes:

- Fifteen days paid vacation; thirteen days paid sick leave and eleven paid holidays plus 16 hours of floating holidays annually
- Medical, dental and vision insurance plans
- Disability Insurance, Life Insurance and Accidental Death and Dismemberment Insurance
- Mileage reimbursement
- May be eligible for relocation allowance up to \$10,000 on approval
- Deferred Compensation Plan—401A and/or a 457 Plan
- Retirement Benefits Package that provides a defined benefit plan
- Membership in the San Diego County Credit Union



APPLICATION AND SELECTION PROCEDURE

Candidates are encouraged to apply immediately. Interviews will be scheduled as soon as possible with top competitors. Résumés and cover letters can be submitted online at www.sdcounty.ca.gov/hr.

Résumés should include professional certifications and academic degrees, complete employment history (employer name, position titles held, reporting patterns, salary, and dates of service) . Also include the size and scope of management and/or supervisory responsibility and/or directing the work of contractors.

Direct questions regarding the recruitment to: Zenobia.Howard@sdcounty.ca.gov.

THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the County and a large number of unincorporated communities. County services are provided by five business groups, that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance & General Government Group (FG3); the Land Use & Environment Group (LUEG); and the Health & Human Services Agency (HHS). Within the groups, there are four departments that are headed by elected officials: District Attorney and Sheriff (PSG) and the Assessor/Recorder/County Clerk and Treasurer-Tax Collector (FG3). The Department of Purchasing and Contracting is one of six departments in the Community Services Group.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, veterans, minorities, and persons with disabilities are encouraged to apply. Disabled persons may make accommodation arrangements by contacting the Department of Human Resources.

