

CHIEF, DEPARTMENTAL OPERATIONS – PROCUREMENT SERVICES

Department of Purchasing
and Contracting

Anticipated Hiring Range:
\$135,000 - \$145,000 Annually

Excellent Benefits Package

SanDiegoCounty.gov



COUNTY OF SAN DIEGO
PURCHASING & CONTRACTING

The Position

The County of San Diego, Department of Purchasing and Contracting (DPC) invites résumés from qualified candidates for Chief, Departmental Operations-Procurement Services to fill a vacancy in Procurement Services. The Chief, Departmental Operations is an unclassified management position that may oversee a major functional area or several small programs including creating program policy and supervision of staff. Under the administrative direction of the Assistant Director, DPC, this position provides leadership and oversight over the functions and activities for Procurement Services, delivering high value-added and timely customer support to County Groups and Departments.

The Chief, Departmental Operations-Procurement Services leads one or more teams of procurement professionals that support the operations of a group of customer departments; delivering value-added and timely procurement support, planning, organizing and coordinating purchasing and contracting activities; managing staff workload and prioritization of assignments; and may perform financial, budgetary, and other administrative assignments from time to time. The position will be responsible for reviewing and analyzing procurements, initiating and signing contracts, and ensuring that the County's procurement process is properly implemented in accordance with Federal, State, and local laws, regulations and guidelines. They will formulate and implement County-wide policies and procedures concerning purchasing, contracting, material management, and property disposal services. The incumbent will effectively interact with Suppliers, Contractors, governmental officials, Boards, internal department staff, citizen groups, and/or individual members of the public in communicating procurement matters. The position will ensure procurement operational effectiveness and efficiency, while following inclusive procurement practices, and aligning activities with department and County initiatives and objectives.

The Department

The mission of the Department of Purchasing and Contracting is to provide efficient and effective mission-focused procurement services, implementing competitive, inclusive, and transparent procurement practices that further the County's strategic initiatives and uplift the community.

The Department of Purchasing and Contracting (DPC) procures all goods and services for the County of San Diego, as provided for in the County Charter, Code of Administrative Ordinances, and Board of Supervisor Policies; conducting procurement and support services with the highest standards of ethics, integrity, and compliance with applicable laws and regulations. Purchasing and Contracting strives to align our procurement practices with the County's strategic plan and strategic initiatives, particularly equity, sustainability, and community. DPC implements efficient procurement processes to provide outstanding customer service, maintains a transparent business environment, and delivers best-value goods and services. Additionally, DPC has prioritized engaging with the community and suppliers to uplift small-local businesses and community-based organizations, and to also inform our efforts to appropriately consider and reflect community needs, cultural competency, and lived experiences during our procurements.

The Department received the "National Purchasing Institute's Excellence in Procurement Award" for the 24th consecutive year, placing San Diego County within the top 1% of approximately 3,000 counties nationwide. The Department has an annual operating budget of \$22.3M and employs a staff of 77.

The Department of Purchasing and Contracting is part of the [Finance and General Government Group](#).

For additional information, please review the [Department of Purchasing and Contracting](#) website.



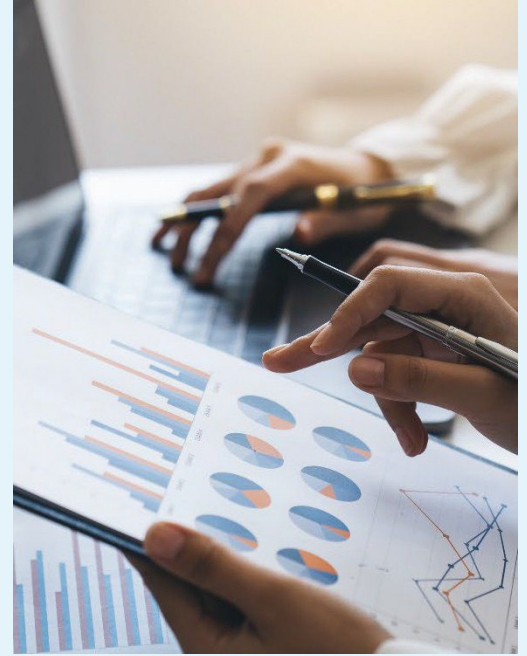
COUNTY OF
SAN DIEGO
You Belong Here!



The Ideal Candidate

The ideal candidate will be a leader who is dedicated to the highest ethical standards, ensuring responsible stewardship of all that is entrusted to the Department, and committed to achieving excellence. This individual will have good judgment; be an outstanding communicator; and will keep executive management informed in a timely, complete and accurate manner. The ideal candidate's professional experience will demonstrate the following:

- Experience planning, organizing, coordinating, and directing procurement operations
- Experience developing and implementing policies, procedures, and principals 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 procurements, contracts, and proposals
- Stimulates and actively initiates organizational change
- Strong, innovative and visionary leadership and management skills
- Anticipates future consequences and trends; and applies knowledge appropriately
- Superior communication and persuasion skills
- Ability to manage multiple priorities and provide operational oversight to senior procurement staff
- Certification by a national governmental organization, or university related to acquisition is highly desirable



Minimum Qualifications

Five years of experience that demonstrates the ability to perform the essential functions of the classification which must include at least two years (2) of management or supervision; AND a bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency; OR a combination of experience and/or education as stated above.

Note: A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

Providing efficient and effective mission-focused contracting services applying open, inclusive and transparent practices.

Department Of Purchasing And
Contracting

Compensation & Benefits

The anticipated hiring range will be \$135,000 to \$145,000 annually. Salary reviews are performance-based and goal oriented.

Benefits include:

- 15 days of paid vacation, 14 paid holidays, 13 days of paid sick leave, 10 days of paid executive time off and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Defined benefit retirement program
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement System](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance up to \$15,000



Why San Diego?

Enjoy a lifestyle that balances work and play:

- Pristine Coastline: Over 70 miles of beaches.
- Mild Weather: Average 72°F with 10.4 inches of annual rainfall.
- Diverse Geography: Snow-capped mountains, deserts, and vibrant cities.
- Culture & Entertainment: Petco Park, Gaslamp Quarter dining, and multicultural experiences.



The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](#) as well [as our commitment to serve everyone, to build a Framework for the Future that will create a County that works for all.](#)



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.

How to Apply

Application Process And Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr; select the Current Job Postings link, Job Number 25092705UPC.
2. Attach your résumé and cover letter including your experience in procurement
3. Attach a copy of college degree, final transcript, diploma, or foreign studies equivalency certificate.
4. Complete Supplemental Questionnaire with your application.

Key Dates:

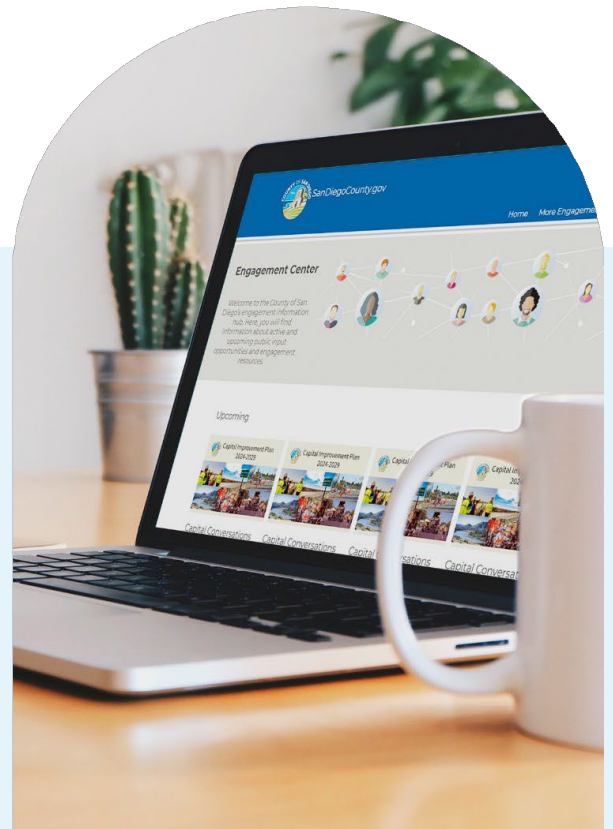
- Resume Review: Week of June 16, 2025
- Interviews: Week of June 30, 2025
- Expected Start Date: July 25, 2025

Special Notes

The Department of Human Resources removes personally identifiable information from all recruitments. This practice, called Blind Applicant Screening, hides a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process helps contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce. The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.

Resumes will not be accepted in lieu of the application Work History and/or supplemental questionnaire.

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, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable a qualified individual with disabilities to perform the essential functions of a job, on a case-by-case basis.



Contact Information

Questions about this position, application and selection process should be directed to Bryan Faircloth, Executive Recruiter, Department of Human Resources at Bryan.Faircloth@sdcounty.ca.gov.

Questions about the position or department should be directed to Shontay Turner, Group Human Resources Director at Shontay.Turner@sdcounty.ca.gov.