



*The
County of San Diego
Invites Resumés for
Director, Purchasing
and Contracting*

(Executive Management)

Anticipated Hiring Range is

\$144,092-\$157,654 Annually

Depending on Qualifications

Excellent Benefits

Filing Period:

OPEN UNTIL FILLED

Equal Opportunity / ADA Employer

Female, Minority and Disabled Candidates

Encouraged to Apply



DEPARTMENT OF PURCHASING AND CONTRACTING

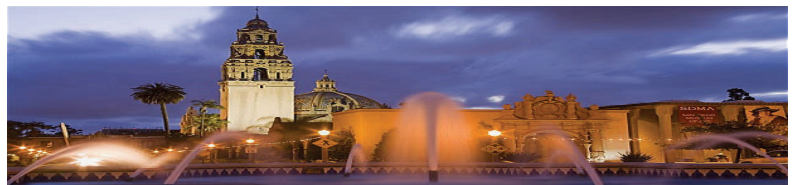
The mission of the Department of Purchasing and Contracting is to provide the most effective and efficient delivery of quality goods and services to County departments.

The Department of Purchasing and Contracting received the "National Purchasing Institute's Excellence in Procurement Award" for the 11th consecutive year, placing San Diego County within the top 1% of 3,000 counties nationwide. The Department has an annual operating budget of \$11.6M and employs a permanent staff of 56 .

Contracts and Requisitions for FY 11-12:

- 3,511 active contracts valued at \$7.64B
- 890 contracts valued at \$727M
- 4,063 requisitions valued at \$1B

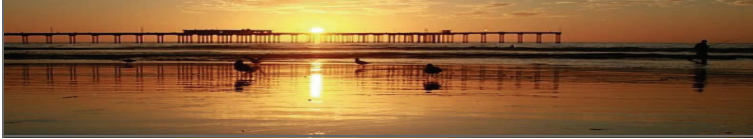
The Department of Purchasing and Contracting operates as an internal service fund (ISF), purchasing all goods, materials and services for the County of San Diego, as provided for in the County Charter. The department is also responsible for the centralized reutilization and disposal of surplus equipment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

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





Director, Purchasing and Contracting

KEY SERVICE AREAS:

- Purchasing of goods and standardized services through Request for Quotation (RFQ)
- Contracting complex procurements of specialized services through negotiated Request for Proposal (RFP)
- Property Disposal
- Record Services
- Procurement Technology Support Services (Buynet and Oracle)

THE POSITION

This position recently became vacant due to the retirement of the previous incumbent. This executive management position reports directly to the Community Services Group Deputy Chief Administrative Officer (DCAO). The Director 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 activities of the Department of Purchasing and Contracting
- Directs the preparation of purchasing and contracting policy manuals for County use
- Develops and implements Countywide policies and procedures concerning purchasing, contracting, material management, and property disposal services
- Develops the department's annual budget and monitors revenue and expenditure transactions
- Identifies operational problems and formulates appropriate solutions
- Reviews and approves contracts of significant cost and scope
- Prepares, administers, and monitors the Department budget within approved appropriation levels

KEY CHALLENGES

Some of the key challenges and opportunities facing the Director, Purchasing and Contracting are:

- Knowledge of rules/regulations with small staff and large budget
- Political environment
- Customer Service
- eCommerce
- Contract Administration
- Experience hiring professional services in a qualitative selection process
- Experience in construction contracts; design build construction contract experience a plus

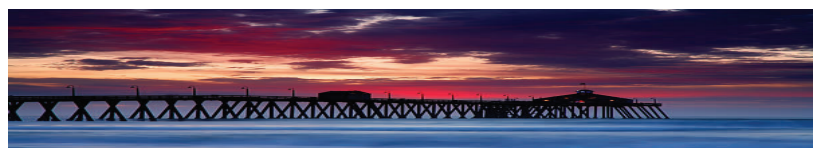
IDEAL CANDIDATE

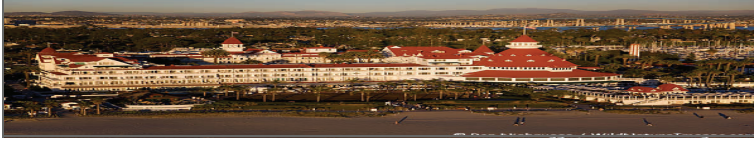
The ideal candidate will be a visionary who is a decision maker and a team builder capable of maximizing team effectiveness, as well as building and leveraging talent (not a micro-manager). He or she will be forward thinking, proactive, creative, utilize technology, and develop the workforce of the future. The ideal individual for this position will have good judgment; will be direct, yet diplomatic; loyal; and will keep the DCAO informed in a timely, complete and accurate manner. Certification by a national governmental organization, or university related to acquisition is highly desirable.

The person should have a strategic perspective, organizational acumen, and manage and influence resources. In addition, he/she should communicate effectively, be knowledgeable and able to develop and execute policies, and demonstrate ethical behavior. Finally, the Director, Purchasing and Contracting should have an exemplary track record, high integrity, maintain confidentiality, and highly trustworthy.

He or she will possess a professional history that demonstrates the following experience and necessary leadership competencies:

- Experience planning, organizing, coordinating, and directing the overall operations of a purchasing and contracting department
- Experience developing and implementing policies and procedures related to purchasing, contracting, and materials management
- Experience in contract negotiation and administration, government bidding, and purchasing procedures for large institutions
- Experience analyzing, evaluating, and directing the preparation of complex and time consuming procurements, contracts, and proposals
- Experience in continuous process improvement
- Experience using principles, and practices of purchasing, contracting, materials management, and property disposal
- Stimulates and actively initiates organizational change
- Commits self and others to improve performance and reach challenging goals
- Anticipates future consequences and trends and accurately applies knowledge appropriately
- Superior influence and persuasion skills
- Persist overtime in the face of obstacles; tenacious
- Maintains a global perspective in all activities and decisions
- Networks with relevant parties inside and outside the organization and elected officials





EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency in public administration, business management, or a closely related field, **AND** five (5) years of progressively responsible management or program administration experience .

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 \$147,092 - \$157,654. The compensation plan is performance based and goal oriented.

The executive benefit package 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
- Relocation Allowance up to \$15,000 on approval
- Deferred Compensation Plan
- Retirement Benefits—general members receive two and one-half percent at age 67: (County participates in the 1937 Retirement Act System). The County currently pays seven percent of the employee's contribution to the County Employees Retirement System
- 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. Resumés and cover letters can be submitted online at www.sdcounty.ca.gov/hr. Resumés 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 responsibility. 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 (HHSA). 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, minorities, and persons with disabilities are encouraged to apply. Disabled persons may make accommodation arrangements by contacting the Department of Human Resources.

