



SAN JOAQUIN COUNTY

IS RECRUITING FOR:

DEPUTY DIRECTOR OF PURCHASING AND SUPPORT SERVICES

THE POSITION

This senior management position will be responsible for leading, managing and administering the programs and operations of the Purchasing and Support Services Division.

Purchasing and Support Services is a division of the County Administrator's Office. This at-will position reports directly to the Director of Purchasing and Support Services. The division is seeking an innovative and strategic thinker with significant management experience to provide strategic leadership in the division which includes Procurement, Duplicating Services, Mail Room and Records Management. The Deputy Director will have management responsibilities for providing centralized purchasing and support services for all County departments.

THE DIVISION

The Purchasing and Support Services Division provides vital central support services to County departments for procurement of materials and services, mail/courier, duplicating, records management and recycling functions as well as disposition of surplus or scrap of County personal property. The division has a total of 22 employees and an operating budget of approximately \$3.5 million. The division also administers four internal service fund programs with annual expenditures totaling \$5.2 million.

Procurement—Provides core procurement services to County departments to obtain cost reductions and avoidance by seeking competitive quotes, bids, proposals, and negotiations.

Duplicating (Print Shop)—Through the growing use of all-digital technology provides electronic workflow and document processing/storage/retrieval.

Mail Room—Services 36 locations including outlying and various locations within the City of Stockton and is responsible for collecting and staging items for recycling.

Records Management—Operates the records storage warehouse and services including records storage, retrieval, delivery, and destruction; provides support and assistance to departments to identify records eligible for destruction.



SAN JOAQUIN COUNTY



Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, CA 95202
Phone: 209-468-3370

Exempt Recruitment
Announcement
0814-EB1960-EX

SAN JOAQUIN COUNTY

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy California beauty and nature, or music, arts and culture. San Joaquin County has what you're looking for.

ARTS & CULTURE



Enrichment and entertainment can be found at many venues throughout the county: the Haggin Museum, San Joaquin County Historical Museum, Children's Museum of Stockton, Stockton Arena, Stockton Symphony, Stockton Civic Theater, Bob Hope Theatre, Lodi's Hutchins Street Square, Tracy's Grand Theater, Concerts in the Park, the local colleges and many galleries. Art, music, dance and theater choices abound.

Over 60 languages are spoken in one of the most ethnically diverse communities in California.

A constant celebration of cultures is found in the numerous festivals throughout the year that invite all community members to share food, music, dance, folklore, customs and traditions.

RECREATION

San Joaquin County government operates nine community parks for boating, hiking, camping, picnicking, swimming and organized sports. The Downtown Stockton Arena and Ballpark, local college teams and sports complexes throughout the county provide both athletes and fans the chance to enjoy sporting events.

Enjoy the beauty of Lodi Lake Park and Nature Area and the Wood-bridge Ecological Reserve. Micke Grove Park offers a zoo, amusement park, the Japanese Garden and the San Joaquin County Historical Museum to delight both children and adults.

The Sacramento-San Joaquin Delta offers the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Marina to north of Sacramento and offering access to the San Francisco Bay.

AGRICULTURE

The county is one of the most agriculturally rich regions in California and is the number one producer, statewide, of asparagus. Twenty-four thousand acres of county farmland is dedicated to production of this crop. Weekly farmers markets throughout the county offer an abundance of fresh fruit and vegetables and artisanal goods. Fruit stands and pick-your-own produce farms dot the countryside. In recent years, the leading crop in the county has been wine grapes. Over 80 wineries within the Lodi Appellation offer opportunities for tasting and special events.



EDUCATION

From preschool to higher education, the county has an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, and San Joaquin Delta Community College offer a wide variety of educational choices. The county's 14 school districts and 200 school sites provide families with a wide choice for children's educational development, including traditional schools, charter schools and alternative education, in addition to an excellent selection of private educational institutions.

HOUSING

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Make San Joaquin County your new home. Housing ranges from new developments to established subdivisions to stately historic districts to peaceful country living and every type of housing in between.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

Deputy Director of Purchasing and Support Services

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TYPICAL DUTIES

- ◆ Plans, manages and administers the acquisition and distribution of equipment supplies and property for county departments in a manner that maximizes efficiencies, improves service levels, reduces administrative and service provision costs, and ensures effective utilization of available resources; ensures that assigned areas of responsibility comply with county, state and federal specifications and regulations; exercises sound business decisions.
- ◆ Directs and participates in the negotiation of term agreements and the preparation/issuance of Request for Proposals (RFPs) for major purchases.
- ◆ Plans, organizes and directs the work of purchasing staff; reviews staff work to ensure accuracy, legal compliance, prices and acceptability of items to specifications; provides training in laws, ordinances and regulations governing county procurement and departmental purchasing practices and procedures.
- ◆ Directs the acquisition and distribution of equipment, supplies and property for all county departments, including the negotiation of terms of agreement and the issuance of Request for Proposals (RFPs) for major purchases; directs the negotiation and execution of equipment service contracts and lease purchase agreements; directs and participates in negotiations with representative of manufacturing and commercial firms regarding suitability, availability and pricing of commodities.
- ◆ Assists with developing and administering the departmental budget; recommends level of service; analyzes services to ensure cost effectiveness and superior customer service.
- ◆ Assists the Director of Purchasing and Support Services with managing other division functions as assigned.

IDEAL CANDIDATE

- ◆ Master's degree in business/public administration, materiel management, economics, finance or related field.
- ◆ Five (5) years of progressively responsible administrative or management experience involving professional public sector purchasing, buying or acquisition, including two years of supervisor experience.
- ◆ An innovative, effective, and fiscally sound approach to procurement functions throughout the organization.
- ◆ Effective problem solver who develops innovative and effective solutions to administrative and operation challenges.
- ◆ Strong administrative skills and the ability to develop and implement strategic initiatives.
- ◆ Strategic approach to the organization's objectives including pursuing regional solutions.
- ◆ Effective and articulate communication skills.

Deputy Director of Purchasing and Support Services

COMPENSATION PACKAGE

Annual Base Salary: \$84,282 - \$102,482

In addition to base salary, the County offers a comprehensive compensation package that includes:

- ◆ Cafeteria Plan: **\$24,022** annual amount which may be used to purchase medical, dental, and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$1,685 to \$2,049 annually).
- ◆ Vacation cash-out up to 8 days annually (valued from \$2,593 to \$3,153).
- ◆ 1937 Retirement Act plan — reciprocity with CalPERS.
- ◆ 125 Flex Benefits Plan.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years).
- ◆ 14 paid holidays per year.
- ◆ 10 days administrative leave per year.

Potential Cashable Compensation:

	Step 1	Step 5
Annual Salary	\$84,282	\$102,482
2% Deferred Comp	\$1,685	\$2,049
Vacation Cash Out - 8 days annually	\$2,593	\$3,153
Cafeteria	\$24,022	\$24,022
Total	\$112,582	\$131,706

RECRUITMENT INCENTIVES*

- ◆ Reimbursement of qualifying moving expenses up to \$2,000
- ◆ Vacation accrual rate consistent with candidate's total years of Public Service
- ◆ Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

**Recruitment Incentives may be available. Incentives must first be approved by the San Joaquin County Administrator's Office.*

DESIRABLE QUALIFICATIONS

Candidates invited to participate in the screening and selection process will possess a combination of education and experience equivalent to:

- Education ranging from a Bachelors to a Master's degree in business administration, public administration, materiel management, economics, finance, or a related field.
- Demonstrated administrative or management experience involving professional public sector purchasing, buying or acquisition, including two years of supervisory experience.
- Ability to obtain certification as listed from one of three following certifying agencies: Either 1) Certified Purchasing Manager (CPM) or Certified Professional in Supply Management (CPSM) as issued by the Institute for Supply Management (ISM); OR 2) Certified Public Purchasing Officer (CPPO) as issued by Universal Public Purchasing Certification Council (UPPCC); OR 3) Certified Commercial Contracts Manager (CCCM), Certified Federal Contracts Manager (CFCM) or Certified Professional Contracts Manager (CPCM) as issued by the National Contract Management Association.

APPLICATION & SELECTION

Completed application package including supplemental application must be submitted to the Human Resources Division by the final filing date:

October 3, 2014

Apply online: www.sjgov.org/hr

or

Submit your application, supplemental and resume to:

San Joaquin County Human Resources
Attn: Lori Freitas
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3273
Fax: 209.468.0508

A background investigation will be required for all final candidates. Final appointment will be conditional upon passing a drug screening test and state Department of Justice Live Scan fingerprinting.

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

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SUPPLEMENTAL QUESTIONS

Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, with a limit of one page per question. Please provide a ***detailed description*** of your experience including **employer name, position title and dates of employment with each answer.** These questions will be reviewed in evaluating your qualifications.

1. Provide a brief summary of your progressively responsible administrative or management experience. Include in your summary your role, total number of employees you were responsible for supervising, operating budget, an organizational chart to understand your reporting relationships, and the total number of employees of the organization.
2. Describe your experience overseeing the procurement process. Include experience working with professional services contractors, the volume of purchase orders managed, the total annual dollar value of the purchase orders, and the types of high level procurement activities you were involved in.
3. Describe your experience in the promotion and practices of sustainability for the environment.
4. Describe your networking and public speaking experience in working with committees, organizations and/or the business community. Include descriptions of presentations you have conducted as they pertain to collaboration in the business community.
5. Describe your experience conferring with representatives of manufacturing and commercial firms regarding suitability, availability and prices of commodities.
6. Describe your experience preparing drafts of bid invitations, soliciting bid proposals and analyzing bids. Include the dollar amount of the described bids.
7. The Deputy Director of Purchasing and Support Services will have administrative oversight of several units. Describe your experience or familiarity with operations in the following areas:
 - A. Duplicating (Printing) Services
 - B. Mail Delivery Services
 - C. Records Retention Management
8. Provide specific examples displaying your experience in identifying, developing, and deploying process improvements.