



# Director

PURCHASING AND CONTRACTING

Anticipated Hiring Range: \$230,000-\$250,000  
Excellent Benefits Package

# The Position

The County of San Diego is currently recruiting for a Director-Purchasing and Contracting. This executive management position reports directly to the Finance and General Government 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. The position will be responsible for the following:



- Directs, plans, organizes, and coordinates the activities of the Department of Purchasing and Contracting
- Directs, develops, and implements Countywide policies and procedures concerning purchasing, contracting, records services, and property disposal services
- Provides leadership and works with subordinate managers to develop and retain highly competent, service-oriented staff to support the department's mission, objectives, and service expectations.
- Administers, negotiates, and evaluates contracts
- Reviews and approves contracts of significant cost and scope
- Develops the department's annual budget and monitors revenue and expenditure transactions
- Identifies operational problems and formulates appropriate solutions

## Key service areas will include:

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

# 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. The individual selected 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.

## The ideal candidate will also possess the following knowledge, skills, and abilities:

- Has experience planning, organizing, coordinating, and directing the overall operations of a purchasing and contracting department
- Possesses experience developing and implementing policies and procedures related to purchasing, contracting, materials management, property disposal, and records management
- Has extensive experience in contract negotiation and administration, government bidding, and purchasing procedures for large institutions
- Has experience analyzing, evaluating, and directing the preparation of complex procurements, contracts, and proposals
- Possesses experience in continuous process improvement
- Has experience using principles, and practices of purchasing, contracting, materials management, property disposal, and records management
- 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
- Possesses superior influence and persuasion skills
- Persists over time in the face of obstacles; tenacious
- Maintains a global perspective in all activities and decisions



# The Department

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 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 responsible for the following:**

- The purchase of all goods, materials and services for the County of San Diego, as provided for in the County Charter
- Ensuring the competitive process is utilized for best price and highest quality while conforming to purchasing regulations
- Emphasizing excellent customer service practices
- The centralized reutilization and disposal of surplus equipment and salvage materials
- The Countywide content and records management programs

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](#).

## Minimum Qualifications

Five years of management level experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least one year of supervision AND A bachelor's degree from an accredited U.S. college or university or certified foreign studies equivalency.

Notes: A master's degree or higher degree may substitute for a total of one year of experience and cannot be applied to the required one year of supervision.

Certification by a national governmental organization, or university related to acquisition is highly desirable.

## Salary & Benefits

The anticipated hiring range is **\$230,000-\$250,000** 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 plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for more information, visit [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$20,000





# Work Where You Play!

From our world-class beaches to almost year-round sunny weather, the County of San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp Quarter.

Heading east you will eventually find mountains, that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. And head west, you will run into over 70+ miles of pristine coastline.

## San Diego County Facts:

- 3,359,630 (2023 Est. Population)
- 4,526 Square Miles
- 70 Miles of Coastline
- 18 Incorporated Cities

## San Diego Weather Averages:

- Average Temperature: 72°f
- High Temperature: 73°f
- Low Temperature: 58°f
- Average Rainfall: 10.4 Inches



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 \(sandiegocounty.gov\)](https://www.sandiegocounty.gov/strategic-plan) 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](http://www.sandiegocounty.gov/hr)
2. Select the current job posting link: **24216610U**
3. Attach your resume at the Attachment step of the application.
4. Attach a copy of your degree, transcripts, or certified foreign equivalency.

#### Key Dates:

- Resume Review: Week of November 25th
- Community Panel Interviews: Week of December 9th
- Interviews: Week of December 16th
- Anticipated Start Date: February 17th

### Special Notes

The Department of Human Resources will remove personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide 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 will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

Please make sure to update the Work History in your application profile to match your resume. Hiring managers will only receive the redacted application (without resumes) to determine which candidates they will interview. Resumes will be sent to hiring managers at the time interviews are scheduled.

### Contact Information

You may direct any questions regarding the application or selection process to Bryan Faircloth Executive Recruiter at [Bryan.Faircloth@sdcounty.ca.gov](mailto:Bryan.Faircloth@sdcounty.ca.gov).

You may direct any questions regarding the position to Shontay Turner, Group Human Resources Director at [Shontay.Turner@sdcounty.ca.gov](mailto:Shontay.Turner@sdcounty.ca.gov).

