

# San Joaquin County Employment Opportunity

## **Director of Purchasing and Support Services**

---

### The Position

San Joaquin County is actively seeking an innovative and visionary leader to assume the role of Director of Purchasing & Support Services. This position will play a vital role in the County's success through exemplary organizational leadership. Reporting directly to the County Administrator, the Director will spearhead the Purchasing team, driving strategic initiatives to enhance current operations and shape future endeavors. The next Director will be joining a team that has earned the prestigious 2022 Achievement of Excellence in Procurement Award.



### The Ideal Candidate

The ideal candidate is operationally and strategically focused on the success of the organization, county departments and the employees who are the backbone of this organization. You will bring with you a confidence in your abilities and an attitude that inspires others to excel in their achievements and continued efforts toward improvement. You will foster a work life balance for your organization that maximizes efficiencies and improves overall satisfaction in the workplace. You will be an exceptional team player collaborating effortlessly with all County Department Heads to support them in their efforts to achieve their objectives.

### About the Department

There are some exciting initiatives coming this year for the Purchasing & Support Services Division that will center around enhancing economic growth in the San Joaquin market area by increasing the use of local small business enterprises in the County's procurement and contracting activities. The Purchasing Division is intricately involved in overseeing the procurement process for both the implementation of a new system and the development of a robust capital plan. We are implementing an ERP and an eProcurement System to track bids, proposals and increase local vendor bidding opportunities. Also, San Joaquin County is looking to improve the staffing rates, create a manager level position and Implement a Print Shop Store Front to streamline incoming and completed printing projects.

Recruitment Announcement

0224-HB1950-EX

Equal Opportunity Employer

**SAN JOAQUIN**  
— COUNTY —

*Greatness grows here.*

Human Resources

44 N. San Joaquin Street

Third Floor, Suite 330

Stockton, California 95202

# San Joaquin County Employment Opportunity

## Director of Purchasing and Support Services

### Typical Duties

- Plans, organizes and directs County purchasing, services and related programs.
- Lead and mentor subordinate managers
- Directs the acquisition and distribution of equipment, supplies and property
- The issuance of Request for Proposals (RFPs) for major purchases
- Reviews and analyzes surveys and statistical data on the County's consumption of products
- Directs the warehousing disposition/disposal of surplus equipment, supplies and property.
- Directs the development and implementation of operational policies and procedures.

### Ideal Characteristics

- Excellent communication, organizational and critical-thinking skills.
- Strong leader willing to hold self, others and departments accountable.
- Proven track record of leading, planning and operating a large purchasing organization.
- Ability to manage cost-effective policies and provide outstanding Customer Service.
- Strong sense of innovation toward purchasing practices and techniques.
- Ability of identifying strategies for cost saving in the supply chain .

### Minimum Qualifications

- **Education:** Bachelors degree in business administration, public administration, materiel management, economics, finance, or a related field.
- **Experience:** Five years of senior-level management experience in professional purchasing or supply management, preferably in a public sector setting.



### Desirable Qualifications

- **Education:** Masters degree in business administration, public administration, materiel management, economics, finance, or a related field.
- **Experience:** Seven years of senior-level management experience in professional purchasing or supply management, preferably in a public sector setting.
- **Certification:** Current certification from one of three following certifying agencies CPM, CPSM, ISM, CPPO, UPPCC, CCCM, CFCM or CPCM.

Recruitment Announcement

0224-HB1950-EX

Equal Opportunity Employer

**SAN JOAQUIN**  
— COUNTY —

*Greatness grows here.*

Human Resources

44 N. San Joaquin Street

Third Floor, Suite 330

Stockton, California 95202

# San Joaquin County Employment Opportunity

## Director of Purchasing and Support Services

### Compensation and Benefits

Approximate Annual Base Salary:

**\$168,228- \$204,482**

*In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:*

- 5% employer contribution to the County's 457 Deferred Compensation Plan
- Annual Car Allowance of \$7,020
- Vacation cash-out up to 15 days annually
- 12 days of sick leave annually (*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
- 1937 Retirement Act plan with CALPERS reciprocity
- 125 Flex Spending Benefits Plan

### Recruitment Incentives\*

- Reimbursement of qualifying moving expenses up to \$8,000.
- Vacation accrual rate consistent with candidate's total years of public service.
- Sick leave credit up to 160 hours of unreimbursed sick leave from the prior public sector employer.

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

Potential cashable compensation	Step 1	Step 5
Annual Salary	\$168,228	\$204,482
5% Deferred Comp	\$8,411	\$10,224
Vacation Cash-out 15 days annually	\$9,705	\$11,797
Car allowance	\$7,020	\$7,020
<b>Total</b>	<b>\$193,364</b>	<b>\$233,523</b>

### Application and Selection

**FINAL FILING DATE: Friday, March 1, 2024**

To be considered for this challenging and rewarding career opportunity, please submit your online application no later than 11:59 p.m. on the final filing date. 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.

Successful candidates will be interviewed by The County Administrator. Employment will be conditional upon successfully passing a Department of Justice Live Scan fingerprinting, drug screen and background check.

For additional information, visit our webpage or scan this QR code with your smartphone's camera



Recruitment Announcement

0224-HB1950-EX

Equal Opportunity Employer

**SAN JOAQUIN**  
— COUNTY —

*Greatness grows here.*

Human Resources

44 N. San Joaquin Street

Third Floor, Suite 330

Stockton, California 95202

# San Joaquin County Employment Opportunity

## **Director of Purchasing and Support Services**

### Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



### Education

From preschool to higher education, the County has it covered with 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, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



### Agriculture

The county is one of the most agriculturally rich regions in California. Almonds are the leading commodity, with a value of over \$694 million in 2020. Milk, grapes, walnuts, eggs, cattle, tomatoes, cherries, blueberries and hay complete the top ten leading crops.

Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

### Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. 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.

Recruitment Announcement

0224-HB1950-EX

Equal Opportunity Employer

**SAN JOAQUIN**  
— COUNTY —

*Greatness grows here.*

Human Resources

44 N. San Joaquin Street

Third Floor, Suite 330

Stockton, California 95202