

San Joaquin County Employment Opportunity

Deputy Director of Purchasing and Support Services Purchasing and Support Services

The Position

The Deputy Director—Purchasing and Support Services is responsible for leading, managing, and administering the programs and operations of the Purchasing and Support Services Division and reports to the Director of Purchasing and Support Services. The ideal candidate will demonstrate an innovative, effective, and fiscally sound approach to procurement functions throughout the organization; will be an effective problem solver and demonstrate the ability to manage administrative and operational challenges; demonstrate a strategic approach to the organization's objectives and possess excellent oral and written communication skills.

The Division

Purchasing and Support Services is an Internal Services Fund division of the County Administrator's Office and provides vital central support services to County departments for procurement of goods, materials and services, mail room, duplicating, records management and recycling functions as well as disposition of surplus of County property. The division consists of 25 full-time employees and four part-time employees and has a budget of approximately \$4.2 million for Fiscal Year 21-22. The Division also administers four internal service fund programs with approximate annual expenditures totaling \$4.2 million.

Our mission is to ensure the most value for the taxpayer's dollars by providing consistent, high-quality, and professional services that are timely, transparent, fair, and honest, while treating all parties with respect and dignity, and providing a high level of customer service.

- ♦ **Procurement** - Provides core procurement services to County departments to obtain cost reductions by seeking competitive quotes, bids, proposals, and negotiations.
- ♦ **Duplicating (Print Shop)** - Provides electronic workflow and document processing/storage/retrieval.
- ♦ **Mail Room** - Services 51 locations, including outlying and various locations throughout San Joaquin County and collects and stages items for recycling.
- ♦ **Records Management** - Records storage warehouse and services including: storage, retrieval, deliver, and destruction.

For more information about the department, visit: www.sjgov.org/department/pss

Recruitment Announcement
0622-EB1960-EX
Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202

SAN JOAQUIN
—COUNTY—
Greatness grows here.

Make San Joaquin County your new home!

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 natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

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 Bob Hope Theatre, Hutchins Street Square and the Grand Theater provide memorable experiences for children and adults.

Over 75 languages are spoken within the region and cultural festivals are held year-round, celebrating and sharing food, music, art, dance and traditions.

Sports venues include the Stockton Arena and Banner Island Ballpark for basketball, hockey, baseball, and other special events. Enjoy college athletics at University of the Pacific and San Joaquin Delta College.

San Joaquin County operates nine community parks for boating, camping, swimming and organized sports. Oak Grove Regional Park features one of the last stands of ancient Valley Oak in the northern San Joaquin Valley. Mickenzie Grove Regional Park has a zoo, carnival rides, a Japanese garden and a historical museum to delight both children and adults.

The Sandhill Crane Festival is held in Lodi every fall to herald their annual stop along the Pacific Flyway.

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.



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Education

From preschool to higher education, the County has it covered with an abundant array of public and 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 San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 14 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. 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.

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Deputy Director— Purchasing and Support Services

Purchasing and Support Services

Typical Duties

- Plans, manages and administers the acquisition and distribution of equipment, supplies and property for County departments in a manner that maximizes efficiency, improves service levels, reduces administrative and service provision costs.
- Directs and participates in the negotiation of term agreements and the reparation/issuance of Requests for Proposals (RFPs) for major changes.
- Through subordinate managers and supervisor, plans, organizes and directs the work of purchasing staff; reviews staff work to ensure accuracy, legal correctness, prices and acceptability of items to specifications; provides training in laws, ordinances and regulations governing county procurement.
- Performs more difficult purchasing tasks requiring considerable knowledge of general and specialized commodity areas.
- Confers with department officials to determine purchasing needs and advised on purchasing activities and programs.
- Assists with developing an administering the departmental budget.

Desired Qualifications

All interested candidates are encouraged to apply.

Education: Graduation from an accredited university with a bachelor's degree in business administration, public administration, material management, economics, finance, or a related field.

Experience: Five years of progressively responsible administrative or management and leadership experience involving professional public sector purchasing, buying or acquisition, including two years of supervisory experience.

AND

Certification: Current or ability to obtain certification as listed from one of the following certifying sources within the first year of employment: **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 (CPO) as issued by the Universal Public Purchasing 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 (NCMA); **OR** 4) NIGP-CPP as issued by the NIGP The Institute for Public Procurement.

Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If warranted by the number of candidates, applications may be reviewed by a screening panel. If utilized, the screening panel will select those most qualified to be considered for participation in the next phase of the selection process, which will include an interview with the Director of Purchasing and Support Services. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or go to jobapscloud.com/sjq or scan this QR code with your smartphone's camera. Final Filing Date: **July 8, 2022**



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Compensation and Benefits

Approximate Annual Base Salary: **\$96,659-\$117,491**

In addition to the base salary, the County offers a Cafeteria Plan in the annual amount of \$24,023 which is considered the employer's benefit contribution and may be used to purchase medical, dental, and vision coverage.

Depending on the health plan selected, premiums not paid by the Cafeteria Plan allowance will be the employee's responsibility through a pre-tax deduction. Unused monies are paid as additional salary.

- ♦ 2% employer contribution to the County's 457 Deferred Compensation Plan
- ♦ Vacation cash-out up to eight days annually
- ♦ 1937 Retirement Act - reciprocity with CALPERS
- ♦ 125 Flex Spending Benefits Plan
- ♦ 12 days sick leave annually - unlimited accumulation
- ♦ 15 days of vacation leave (20 days after 10 and 23 days after 20 years)
- ♦ 14 paid holidays per year
- ♦ 10 days of administrative leave per fiscal year

Recruitment Incentives*

- ♦ Reimbursement of qualifying moving expenses up to \$5,000
- ♦ 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 are subject to approval by the San Joaquin County Administrator.*

Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.



Potential Compensation	Step 1	Step 5
Approximate Annual Salary	\$96,659	\$117,491
Annual 2% Deferred Comp	\$1,933	\$2,349
Annual Vacation Cash-out	\$2,974	\$3,615
Annual Cafeteria	\$24,023	\$24,023
Total	\$125,589	\$147,478

Offer of employment will be conditional upon successfully passing a pre-employment background, DOJ Live Scan and drug screen.

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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