

The County of San Mateo

invites applications for the position of

COUNTY PROCUREMENT AND CONTRACTS MANAGER

COUNTY OF SAN MATEO





The Position

The County Procurement and Contracts Manager will direct the overall operations of the County's centralized purchasing division, which is responsible for providing countywide procurement and contract services to ensure county departments obtain maximum value for each dollar spent and maintain compliance with all relevant County, State, and Federal laws, ordinances, and policies.

To assist in these endeavors, the Manager will lead a dedicated team of procurement subject matter experts committed to exceptional customer service and fair, open, competitive, timely, and ethical procurement practices.

In addition, the Manager will oversee the final stages of implementing a new Contract Management System (CMS) and will manage and provide ongoing guidance, support, and training for users. The County enters into more than 1,500 contracts annually.

We seek a collaborative and innovative leader with keen business acumen and a desire to lead a team of buyers and contract administrators to the next level of professional development. We also seek an experienced manager with proven success using enhanced technology to procure \$400

million of supplies, equipment, and related services annually. And, we seek someone who wants to work for a committed organization that provides exceptional services to the communities we serve.

The annual salary range for this position is \$124,758 - \$ 155,958.

A typical way to qualify would be possession of a Bachelor's degree in Public Administration, Business Administration, or a closely related field AND five years of professional procurement experience including contract administration, preferably in a local government setting. A minimum of three years of staff management experience is required. (However, the County will consider any combination of experience and education that would be equivalent.)



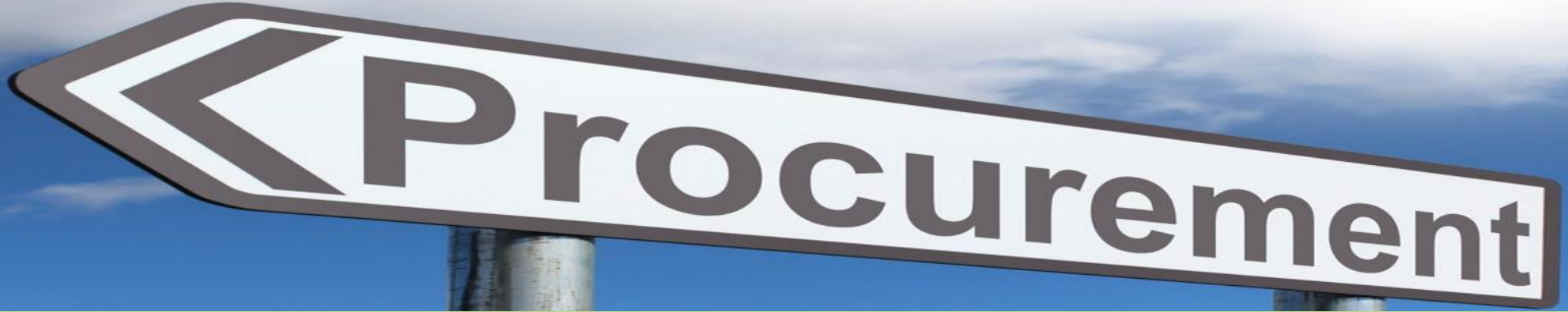


The Ideal Manager

- Has extensive experience in purchasing with at least three years involving direct management of staff engaged in procurement or contracting
- Has demonstrated knowledge of and experience in government procurement and agreement administration and has the ability to serve as the subject matter expert for the County.
- Is a strong leader with skills and experience in planning, organizing, administering, reviewing, and evaluating departmental procedures for the procurement of services and creation and execution of contracts
- Has administrative experience in the areas of budget development and management and related support activities including procurement and contract training for departmental staff.
- Has knowledge of and experience incorporating relevant laws, regulations, and policies that affect and/or regulate government procurement and contracts.

- Has experience implementing and administering a contracts management system and/or e-procurement system.
- Is an influential communicator and proven relationship-builder who can successfully collaborate with multiple stakeholders, including department heads, staff members, contractors, and vendors.
- Is committed to maintaining a high standard of customer service to all departments, contractors, and vendors.
- Is an effective change agent who can guide employees through the organization in adopting new systems and procedural changes.
- Has excellent verbal and written communication skills.

Though not required, a designation as a Certified Purchasing Professional, such as Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM), or Certified Public Purchasing Officer (CPO) is strongly desired.



Duties and Responsibilities

Technical Expertise

- Serve as public procurement advisor and technical expert to management and staff.
- Oversee and review the drafting, editing, and finalizing of contracts, including purchase orders, in accordance with prescribed laws and regulations.
- Remain knowledgeable of current legislation and track proposed legislative changes that impact public procurement and contracting.
- Ensure procurement practices are consistent, open, and designed to encourage fair and maximum competition.
- Negotiate with/assist staff in negotiating with contractors and suppliers on proposals.
- Establish standard clauses for use in contracts, solicitation, and purchase orders.
- Read, understand, interpret, explain, and apply the provisions of Federal and State regulations pertinent to contracts and procurement, particularly in association with public works and Federal and State grant-funded projects.

- Satisfy County requirements for goods and services through expertise with joint procurements, piggybacking, and other co-optable agreements.
- Assist with the development and drafting of policies and procedures to ensure compliance with federal, state, and County code requirements that guarantee efficient, cost-effective, and quality services and maximize the County's buying power.
- Draft, review, and edit, procurement and contract documents and procedure manuals.
- Develop metrics to measure departmental and staff performance and conduct annual customer satisfaction survey.
- Work regularly with County Counsel and Risk Management to preemptively resolve issues that could involve litigation.

Staff Management

- Direct the work of staff responsible for the procurement of materials, supplies, equipment, and services for County departments, districts, and other affiliates.

- Select, hire, train, supervise, and guide performance of staff.
- Coach and engage staff to create an environment of continuous improvement.

Systems Management

- Develop and maintain appropriate systems and procedures for soliciting quotations, bids, and proposals, for agreement administration and for inventory and records management.
- Implement and administer an automated contracts management and/or procurement system.

Collaboration

- Meet regularly with County employees from numerous departments to clarify the laws, ordinances, and regulations governing procurement.
- Develop training programs for new buyers and contract administrators so they gain an understanding of County procurement and contract policies and procedures.



Qualifications

Knowledge of:

- Principles and practices of public administration.
- Laws, policies, procedures, and best practices related to public sector procurement.
- California procurement and contracting requirements and contract law.
- Principles and practices of contract development, negotiation, and monitoring, including budgeting and financial record-keeping.
- Contract and legal drafting
- Developing scopes of work and specifications, and researching and preparing highly complex specifications, solicitations, and contract documents.
- Contract negotiation for professional and non-professional services, construction, and supplies.

- Personnel management and supervisory principles and practices including work planning, scheduling, review, evaluation, corrective action
- Employee training, including training other department personnel responsible for purchasing goods.

Skill/Ability to:

- Build team cohesion and drive high performance.
- Build and maintain effective working relations with vendors, customer departments, and other stakeholders.
- Develop and draft policies and procedures to ensure compliance with federal, state, and County code requirements that guarantee efficient, cost-effective, and quality services and maximize the County's buying power.

- Effectively facilitate change and stay resilient through challenging times.
- Interpret and apply rules, and effectively communicate interpretation to staff and customers.
- Make recommendations regarding appropriate use of contract and/or agreement documents.
- Review procurement processes and recommend areas for improvement.
- Prepare solicitation specifications and analyze responses.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Establish practices for maintaining records and documentation of transactions.

The County of San Mateo

San Mateo County is located in the scenic San Francisco Bay Area. The County's diverse population has close to 750,000 residents, growing to over one million in daytime population. It provides the benefits of temperate climate and clean air, with abundant ocean sports and recreational activities. Rural open space areas, as well as metropolitan San Francisco, are within easy reach. San Mateo County government has a budget of \$2.4 billion, with a workforce of over 5,400 employees in 22 departments and agencies.



How to Apply

To apply for this exciting career opportunity, submit an online County employment application along with answers to the supplemental questions. This is an Open and Promotional recruitment. Anyone may apply. County of San Mateo employees may receive preferential points.

The examination process will consist of an initial review of application materials, an Application Screening by subject matter experts, and a Panel Interview (weight: 100%). Depending on the number of applicants an application appraisal of education and experience may be used in place of other examinations or a screening committee may select those applicants whose education and/or experience appear to best meet the needs of the position based solely on the information provided in the application documents.

Because of the screening process, all applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. All examinations will be given in San Mateo County, California. Applicants must participate at their own expense.

Applications for this position will only be accepted online at:

<http://jobs.smcgov.org/>

For questions please contact Chet Overstreet, Personnel Services Management Analyst at 650-363-4384 or by email at [coverstreet@smcgov.org](mailto:ccoverstreet@smcgov.org)

Recruitment Schedule

Final Filing Date:September 23, 2019

Application Screening:September 25, 2019

Panel/Departmental
Interviews:October 8, 2019

Supplemental Questions:

1. Describe in detail how your procurement and contract experience qualify you for this position. Describe the documents you have drafted such as contracts, RFPs, etc., their exact purpose, and whether you drafted the entire documents or parts of the documents. Additionally, indicate if you primarily managed paper-flow and process.
2. Describe your experience managing staff. Provide details regarding the sizes of the staff you supervised, a summary of the functions they performed, and your techniques for providing training, development, and coaching.
3. Describe the most complicated solicitation in which you have been involved that included working with stakeholders. Then, explain how you built consensus with the stakeholders and insured the complex solicitation was successful.
4. Describe your experience with systems implementation of an e-procurement or similar system.



CPR Awareness Class for Employees



Employee Wellness Tournaments



Comprehensive Medical, Health, and Dental



Employee Wellness Program with Worksite activities

The salary range for this position is \$124,758.40 - \$155,958.40 Annually. In addition to salary, the County offers an excellent benefits package* that is available to spouses, domestic partners, and eligible dependents.

Visit [Management Benefits at a Glance](#) for details.

Retirement

- Pension Benefit through the County's Retirement System
- Health Benefits for Retirees
- Deferred Compensation Plan
- Retirement Reciprocity

Paid Leave

- 13 vacation days/year, additional days added with years of service
- 12 paid holidays/year
- 130 hours/year of Administrative Leave for Managers; can be taken as time off or 50% of balance cashed out.

Health & Wellness

- 3 Medical Plans
- 2 Dental Plans
- Vision care paid by County
- Long Term Disability and \$50k Basic Life Insurance paid by County; variety of Supplemental Insurance options available
- Employee Wellness Program

Work-Life Program

- Commute Alternatives & Travel Subsidies
- Concern EAP (Employee Assistance Program)
- First Time Homebuyer
- Tuition Reimbursement
- FSA & Dependent Care Assistance