

Chief Procurement Officer



Salary Range: \$207,681 - \$266,473

This is an outstanding opportunity to apply your procurement management skills in providing exceptional service to customers through \$2 billion dollars' worth of annual contracts.





THE COUNTY OF SANTA CLARA

Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work.

The County’s population of 1.92 million is the largest in Northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoys access to all of the attractions of the San Francisco Bay Area. The elected Board of Supervisors establish policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than \$9 billion. It adopts ordinances that affect unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County substantial responsibility and authority. Under this charter, the Board appoints a County Executive to administer County Government. Santa Clara County is the third largest employer in Silicon Valley with approximately 22,000 employees.

THE DEPARTMENT

The Procurement Department is dedicated to providing excellent customer service in contracting and procurement services to support the operations of all County departments. The department’s nearly 100 employees are committed to fair and open competition, sound business practices, and leveraging technology as they strive to ensure the public receives the best value for tax dollars expended.

The vision of Santa Clara County Procurement Department is to promote success through collaboration with client departments by providing the highest quality contracting services through full and open competition, inclusion, fairness and use of best practices. Its mission is to support the success of client departments by promoting a customer-focused business culture and developing high quality, best value contracts and solutions to meet the community’s needs through increased competition, inclusion, and the use of best practices.

The organization is an early adopter of innovative practices and the staff is generally open and eager to make transformational changes in an effort to maximize public dollars and improve service levels.

THE POSITION AND IDEAL CANDIDATE

The Chief Procurement Officer (CPO) is an Executive Management position, reporting to the Chief Operating Officer, and is responsible for planning and administering all procurement and contracting efforts in service to approximately 22,000 county employees. The CPO will efficiently and effectively maximize strategic sourcing, contracting, procurement, supply chain management, and supporting technologies to ensure the County can obtain the best value in the procurement of goods and services to meet its objectives. Highlighted duties of the position include:

- » Collaborates with the Procurement Steering Committee (PSC) and the Advisory Council (PSC-AC) on transforming the procurement and contracting function into a high performing center-led function

Community Resources

Santa Clara County Website – www.sccgov.org

About Santa Clara County
www.sccgov.org/sites/scc/pages/about-the-county.aspx

San Jose Neighborhoods
www.sanjose.org/neighborhoods

Housing – www.sccaor.com/housing-stats/

Schools – <http://publicschooldirectory.sccoe.org/>

San Jose Convention and Visitors Bureau
www.sanjose.org/

Santa Clara County Parks – www.parkhere.org

- » Collaborates with Countywide procurement leaders and stakeholders to develop a coordinated procurement and contracting plan with initiatives to create an innovative and responsive system of procurement that will drive value
- » Establishes short and long-term financial targets for Countywide procurement activities in conjunctions with the Chief Operating Officer
- » Provides leadership to cross-functional teams across business functions and initiatives and develops benchmarks and scorecards to be used for continuous improvement
- » Advocates on behalf of the County with external agencies and external stakeholders on all matters relating to procurement and contracting



The ideal candidate will be a committed, innovative leader with excellent interpersonal skills. Successful candidates will possess a customer service orientation and demonstrated effectiveness in fostering strong collaborations both within and outside of the agency. Budget and fiscal management acumen is essential. The ideal candidate will manage a diverse staff in a collegial manner by creating a supportive work environment that embraces continuous improvement.

The CPO will be expected to have the experience and charisma to identify necessary changes and to lead the department in making transformational changes. The ability to leverage spend, achieve cost savings, and optimize outcomes with contracted suppliers will be a mark of success. Candidates who are self-starters and strategic in advancing priorities will find success working under a trusting and supportive supervisor.

The ideal candidate should possess the following additional characteristics and competencies:

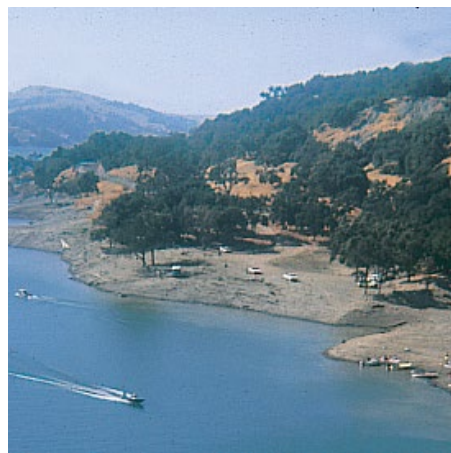
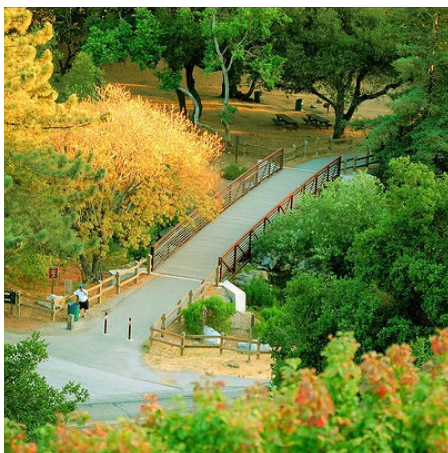
- » Comfort in juggling many competing demands and priorities while maintaining a consistent vision and work plan
- » Acuity in reading the political environment and adjusting appropriately to maintain constructive and productive relations
- » Demonstrated track record for all aspects of organizational development and management
- » Superb oral and written communications skills
- » Experience in the implementation of automated e-procurement systems
- » Experience with identifying opportunities to expand service capacity with a focus on operational cost efficiencies
- » A strong understanding of strategic sourcing and the proven ability to execute strategic sourcing initiatives.

Experience and Education

The required knowledge and abilities would typically be acquired through education and experience equivalent to a **Bachelor's degree** in supply chain management, finance, contract management, business/public administration, or a related field from an accredited college and a minimum of **ten (10) years** of progressive experience administering/managing public or private procurement functions, including sourcing and procurement strategy and operational experience comparable to the size and complexity of the County of Santa Clara.

A Master's degree in Business or Public Administration or a related field and/or a certificate in professional supply management are highly desirable.





COMPENSATION & BENEFITS

The annual salary range for this position is **\$207,681 - \$266,473**. Appointment within the salary range will depend on the qualifications of the successful candidate. In addition, the County offers a generous Executive Management benefit package that includes:

- » **Retirement:** Membership in California Public Employees' Retirement System (CalPERS)
Note: For new PERS members, salaries above a limitation imposed by federal law (current limit per IRS is \$124,180): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is \$280,000 for 2019. Limits subject to change.
- » **Health Insurance:** Kaiser, HealthNet, or Valley Health Plan
- » **Dental/Vision Insurance:** Single and family premiums fully paid. Delta or Liberty Dental/VSP Plan
- » **Life Insurance:** \$200,000 Double Indemnity Term coverage paid by the County
- » **Annual Leave:** 36 days per calendar year and Annual Leave "Cash-Out" Program
- » **Holidays:** 12 paid holidays per calendar year
- » **Administrative Leave**
- » **Executive Auto Allowance:** \$600 per month
- » **Deferred Compensation:** Plan available (Fidelity-457)
- » **Relocation Assistance**

APPLICATION PROCESS & RECRUITMENT SCHEDULE

The initial review of resumes will occur on **Monday, February 10, 2020**. To be considered for this opportunity, please submit a cover letter, resume, and list of six professional references via: <https://executivesearch.cpshr.us/JobDetail?ID=611>



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the County. Thorough referencing and a background investigation will be conducted once mutual interest has been established. Prior authorization from the finalist will be obtained by County Executive Services.