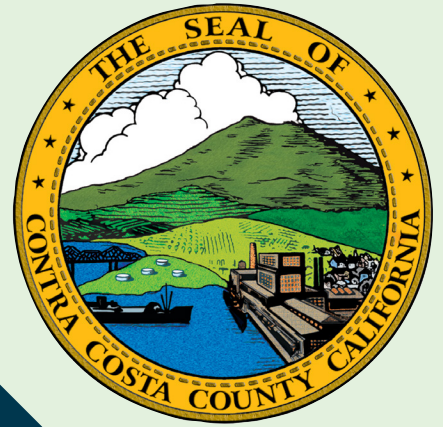


CONTRA COSTA COUNTY

Procurement Services Director





SUMMARY

Contra Costa County is seeking a highly collaborative, customer focused change agent. The Procurement Services Director is a strategic leader responsible for overseeing the County's purchasing division. This newly established role will define and implement a modern procurement model focused on service delivery, efficiency, and innovation. This position reports to the Public Works Director and serves in the capacity of Deputy Public Works Director. Collaborating directly with County Administration, the Procurement Services Director will lead a division undergoing modernization, drive results through process improvement, and serve as the face of procurement for internal and external stakeholders.. The role carries supervisory authority over a team of 12 within procurement operations, offering a significant opportunity to shape the future of the division.

CONTRA COSTA COUNTY

As one of the original 27 counties created by the California Legislature in 1850, Contra Costa County is nestled in the northern portion of the San Francisco Bay Area's East Bay region. The City of Martinez is the county seat. The county's name, which means "opposite coast," refers to its position on the other side of the bay, and reflects its Spanish heritage dating back to the Mexican land grant days of the 1830s. Today, Contra Costa County encompasses 716 square miles and is home to 19 cities and numerous unincorporated communities. The county's 400,000 residences house a diverse population of more than 1.16 million residents, making it California's ninth most populous county. To preserve a high quality of life and wellbeing for residents and visitors, the County government continues to study, plan, and adopt policies that express the community's long-term vision for its future development.

THE DEPARTMENT

The Public Works Department plays a vital role in maintaining and improving the County's infrastructure, ensuring the delivery of essential services to residents, businesses, and County departments. The Department is responsible for maintaining over 658 miles of roadways, 79 miles of streams and drainage channels, and 2 County airports, Buchanan Field (Concord) and Byron Airport. These efforts enhance community resilience, environmental health, and quality of life. With its broad portfolio of responsibilities, the Public Works Department with more than 500 employees is a cornerstone of Contra Costa County's efforts to provide a safe, sustainable, and well-maintained environment for its residents and employees.



PEOPLE, PROCESS, RESULTS

IDEAL CANDIDATE

The ideal candidate is a proactive and self-directed professional who takes full ownership of responsibilities. Exercises sound judgment, demonstrates pragmatic leadership, and effectively translates policy into decisive, results-oriented action. Serves as a visible leader and change agent for the procurement function. They will also have public sector procurement knowledge and experience. Ideal qualifications can be defined in 3 connected, essential areas of focus: **People, Process and Results.**

People

- » Leads with a mission-focused, customer service-oriented mindset, balances empathy with strong leadership.
- » Builds and maintain strong relationships based on trust and partnership.
- » Collaborates directly with County Administration and integrates procurement into broader county operations.
- » Educates internal staff and the business community on how to do business with the County.
- » Sets a service-focused culture, emphasizing customer service, responsiveness, and continuous improvement.
- » Fosters autonomy, accountability, and performance by setting clear goals and expectations.
- » Communicates effectively with diverse audiences including county leadership, vendors, and community stakeholders.

Process

- » Oversees procurement operations, including purchasing and contracting, with emphasis on reducing delays, increasing accuracy, and simplifying workflows.
- » Demonstrates decisive decision-making while balancing government controls and gray areas in procurement.
- » Defines and implements a new procurement model; aligns processes with strategy and communicates the approach effectively.
- » Champions modernization of outdated procurement practices; prioritizes, researches, and executes process improvements.
- » Leads process reviews and clarifies policy misinterpretations; ensures procurement policies are understood and applied correctly.
- » Reviews organizational structure and standardizes processes in coordination with other departments.
- » Provides input on the migration to Workday Procurement and leads the integration with additional procurement systems.

Results

- » Drives results through innovation, accountability, and continuous evaluation of procurement systems and outcomes.
- » Leads strategic planning efforts and aligns procurement goals with broader county priorities.
- » Oversee a \$2.2M division budget, ensuring fiscal discipline and strategic use of funds.
- » Manage contracts within the division to support operations and improve service delivery.
- » Conducts gap analyses, audits, and project management to monitor performance and guide decision-making.
- » Ensure procurement strategies meet compliance requirements while delivering high-quality, cost-effective outcomes.
- » Develops performance metrics and uses data to evaluate and improve procurement operations.

■ ADDITIONAL DUTIES AND RESPONSIBILITIES

- » Develop and implement goals, objectives, policies, procedures, and work standards for assigned divisions within the department.
- » Recommend service improvements to the Public Works Director and provide leadership to implement approved changes.
- » Administer, review, and evaluate the performance and activities of assigned divisions through subordinate managers and supervisors.
- » Applies management principles and practices, including strategic work planning, employee supervision and resource allocation.
- » Implement necessary modifications to policies and procedures governing procurement.
- » Initiate and oversee studies to evaluate procurement efficiency and effectiveness, with the goal of process improvement and improving customer satisfaction.
- » Select, train, supervise, and evaluate subordinate staff and managers.
- » Prepare clear, concise, and effective written correspondence, reports, and presentations.
- » Speak effectively in public and deliver presentations to the Board of Supervisors, stakeholders, and public/private entities.
- » Other related duties as assigned.

■ EDUCATION AND EXPERIENCE

Possession of a bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, economics, marketing, supply chain management, engineering, or a closely related field.

A minimum of six (6) years of progressively responsible experience in procurement, including managerial, supervisory, or administrative responsibilities.

At least one (1) year of this experience must have been within a public agency.

Preferred candidates will have Public Sector experience and possess one or more of the following professional certifications:

- » Certified Public Procurement Officer (CPPO)
- » Certified Professional Public Buyer (CPPB)
- » Certified Purchasing Manager (CPM)
- » Certified Professional in Supply Management (CPSM)

COMPENSATION AND BENEFITS

Contra Costa County offers a generous compensation package. The annual salary range for this position is **\$177,222-\$215,414**.

» **Retirement** – Employee participation is required. The County pays the employer contribution to CCCERA, a 1937 Act defined benefit retirement plan, which is reciprocal with other 1937 Act County retirement systems, CalPERS, and systems with CalPERS reciprocity. Employee contributions are based on age at date of hire with the County or another employer with a reciprocal retirement system.

» **Deferred Compensation Plan** – Employee may elect to voluntarily participate in this program. The County will contribute \$85 monthly to an employee's account after a qualifying base contribution amount is achieved and a minimum required contribution is maintained. Additionally, the County will contribute \$150 monthly to an employee's account after 90 calendar days of employment and a minimum monthly contribution of \$25 per month is maintained.

» **Social Security** – The County participates in Social Security and Medicare.

» **Medical/Dental Insurance** – A variety of medical and dental plans are offered; including both HMO plans and PPO plans and an option for a Kaiser High Deductible plan with Health Savings Account (HSA).

» **Voluntary Vision Program.**

» **Flex Spending Accounts for Healthcare (HCSA) and Dependent Care (DCAP).**

» **Life Insurance** – \$10,000 benefit provided by the County for employees who are enrolled in medical or dental coverage. Management employees also receive a \$57,000 benefit provided by the County. Employees may also subscribe to voluntary supplemental insurance programs.

» **Long Term Disability** – County-paid program with replacement limit of 85% of total monthly base earnings reduced by any deductible benefits.

» **Vacation Leave** – Initial monthly accrual is 10 hours, up to a maximum accumulation of 240 hours. Accrual rate and maximum cumulative hours increase with length of service.

» **Sick Leave** – Monthly accrual is 8 hours.

» **Personal Holiday Credit** – Monthly accrual is 2 hours, up to a maximum accumulation of 40 hours.

» **Annual Management Administrative Leave** – 94 non-accruable leave hours are credited each January 1st (prorated for those hired after January 1st).

» **Holidays** – 11 paid holidays per year.

» **Professional Development Reimbursement** – Eligible for reimbursement of \$900 each 2-year period for qualifying expenses, including the purchase of job-related technology devices or software. An additional \$750 per fiscal year is available through the Career Development benefit.



For more information go to [Benefits](#)

APPLICATION PROCESS

To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted until final stages and only with prior permission of the candidate). **This position has a closing date of September 5, 2025.** Resumes should reflect years and months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2512>

For additional information about this position, please contact:



Ms. Teddi Anderson
Executive Recruiter
Email: tanderson@cpshr.us
Website: www.cpshr.us

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. CPS HR Consulting will report the results to Contra Costa County. The County will then select candidates to be interviewed by a panel. A final interview process may be scheduled for selected candidates along with extensive reference and background checks.

