

Deputy Director of Purchasing & Risk Management

DEPARTMENT OF FINANCE

THE CITY OF SAN JOSE

The City of San José plays a vital economic and cultural role anchoring the world's leading region of innovation. Encompassing approximately 181 square miles at the southern tip of the San Francisco Bay, San José is Northern California's largest city, third largest in the State, and the 10th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San José's transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major technology headquarters like Cisco, Adobe, Samsung, and eBay, as well as start-ups and advanced manufacturing.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media, including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by The Tech Interactive, the San José Museum of Art, and many local galleries and venues. The City is served by 15 of the 32 public school districts in the County of Santa Clara, and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the City include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and comprehensive road map to guide the City's anticipated growth through the year 2040. The Plan proactively channels that growth in new homes and workplaces into transit-accessible, infill growth areas, and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in the United States. Approximately 45.8% of the City's population aged 25 and older have a bachelor's degree or higher, compared to approximately 36.2% in the State and approximately 35% in the United States. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home. San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.



CITY GOVERNMENT

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of ten (10) council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and their executive team, provide strategic leadership that supports the policy-making role of the Mayor and the City Council, and motivates and challenges the organization to deliver high quality services to meet the community's needs. Department heads, including the Director of Finance, are appointed by the City Manager with confirmation by the City Council. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, a municipal water system, a regional wastewater treatment facility, some 200 neighborhood and regional parks, and a library system with 24 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League San José Sharks.

City operations are supported by 6,855 full-time equivalent positions and a total operating and capital budget of \$5.3 billion (for the 2022-23 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and maintaining its consistently high credit ratings to ensure the consistent delivery of quality services to the community. Extensive information regarding San José can be found on the City website at www.sanjoseca.gov.

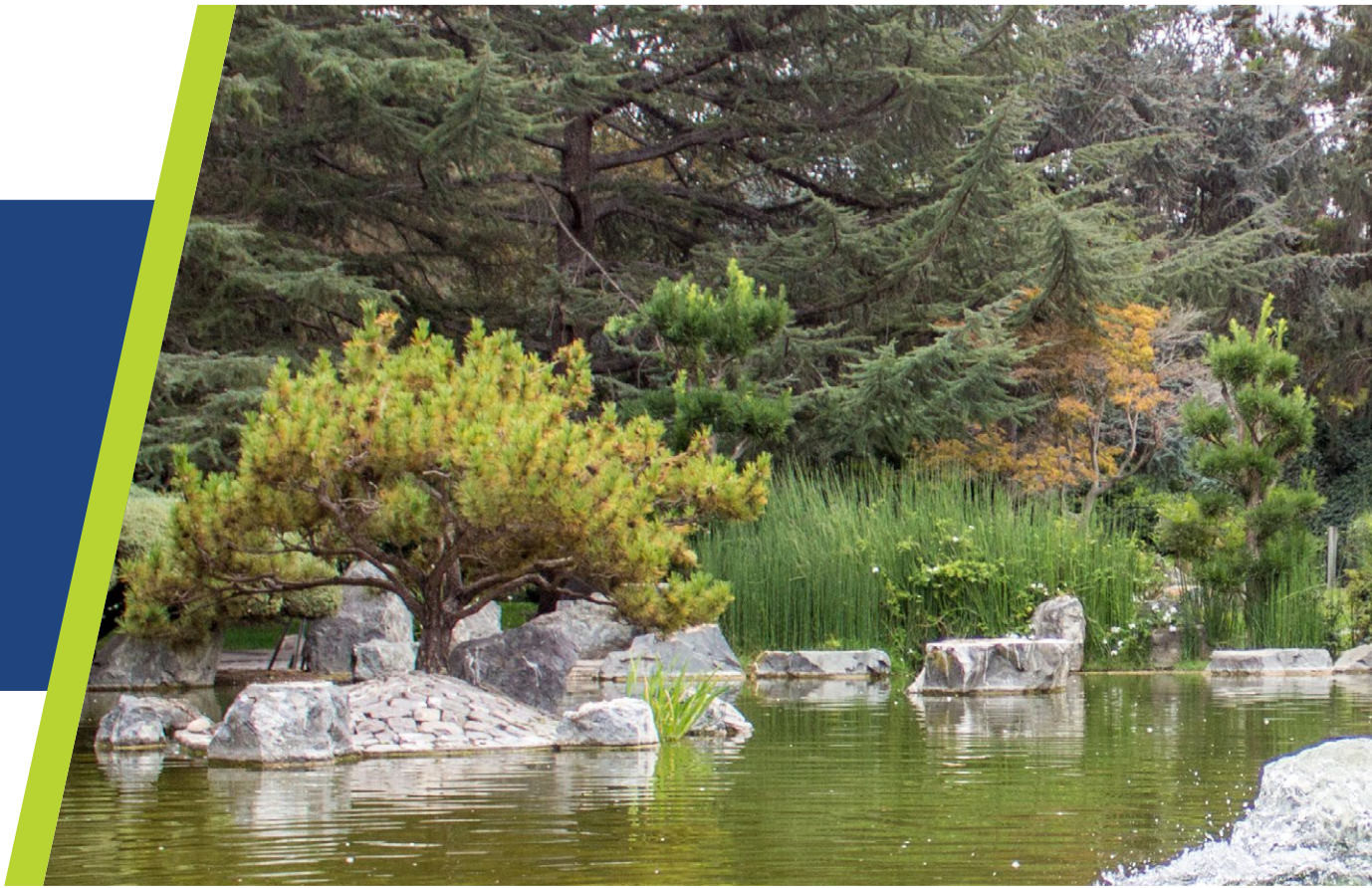
THE FINANCE DEPARTMENT

The Finance Department mission is to manage, protect and report on the City of San José financial resources to enhance the City's financial condition for residents, businesses, and investors. The Finance Department has four core divisions:

- » Accounting, including a City-wide Fiscal Recovery and Grants Management Unit
- » Purchasing & Risk Management
- » Debt & Treasury Management
- » Revenue Management

The Finance Department works in partnership with the departments of Human Resources, Information Technology, and Public Works as the Strategic Support City Service Area to effectively develop, manage and safeguard City fiscal, physical, technological, and human resources to enable and enhance the delivery of City services and projects. The Finance Department has a \$24.2M FY 2022-23 operating budget with 134 budgeted full-time equivalent positions.





THE POSITION

Roles and Responsibilities:

The Purchasing & Risk Management Division purchases and provides quality products and services in a cost-effective manner and ensures insurance coverage for the City's assets. The Purchasing Division provides critical citywide procurement services and reviews contracts for insurance requirements to protect the City.

The Deputy Director position is the City's Chief Purchasing Officer and is responsible for planning, managing and directing the division's procurement of supplies, material, equipment, services, and information technology for the city. The position is also responsible for the management and oversight of the City Risk Management Program. The Deputy Director position will be responsible for day-to-day operations of the Purchasing & Risk Management Division. The Deputy Director position will report to the Assistant Director of Finance. The Deputy Director has three (3) direct reports and twenty (20) indirect reports:

- » Risk Manager (direct report)
- » Department Information Technology Manager (direct report)
- » Program Manager (direct report)
- » Five Senior Analysts Procurement/Contract Specialists (indirect report)
- » Five Analysts (indirect report)
- » Six Buyers of various experience levels (indirect report)
- » Two Staff Specialists (indirect report)
- » Two overstrength positions (indirect report)



The specific duties for the Deputy Director position are as follows:

- » Plans, manages, directs, reviews, and evaluates the work of all Procurement, Contracts, and Risk Management staff
- » Directs procurement, contract administration and risk management activities to ensure compliance with applicable laws, regulations, and policies
- » Creates and implements purchasing strategies, performance targets and performance measures
- » Plans, organizes and directs the citywide functions of Procurement which includes the citywide processes for acquisition of equipment, supplies, materials, services, and Information Technology
- » Executes major contracts on behalf of the City within signature authority as delegated by the Director of Finance
- » Establishes competitive vendor selection process to ensure that all purchases are in accord with the public interest
- » Manages and oversees the City's Procurement Card Program with over \$14 million in annual purchases
- » Researches and develops best practices for the organization to ensure that operations meet the highest standards of ethics, quality, efficiency, fiscal responsibility, and customer service
- » Prepares City Council memoranda and represents the Finance Department for risk management actions, vendor selection, and procurement and contract recommendations at City Council and committee meetings on a periodic basis
- » Acts as the City's Hearing Officer to review and respond to vendor protests
- » Provides general guidance to the City's Insurance and Risk Management function
- » Collaborates with departments in developing specifications for procurement needs and confers with City staff regarding complex purchasing issues. Works in a highly collaborative environment at all levels
- » Defines problem areas and evaluates, recommends, and implements alternate solutions to complex issues
- » Directs negotiation activities and strategies and negotiates complex contracts



CURRENT SPECIAL PROJECTS

The Deputy Director position often is charged with delivering special projects with Citywide collaborations and implications. Following are two (2) of the current special projects underway:

- » **Procurement Improvement Program (City of San José Initiatives Roadmap).** In March 2021, the *Procurement Improvement Initiative* was added to the City of San José Initiatives Roadmap under the *Strategic Fiscal Positioning + Resource Deployment* Enterprise Priority. The goal of the Procurement Improvement Initiative is to increase the organizational capacity, efficiency, and effectiveness of City procurement capability with a focus on the entire value chain. Since then, the City has completed a comprehensive assessment of the City's procurement operations with their consultant, Guidehouse. The Deputy Director position will be leading the development and deployment of any City Council-approved recommendations, potentially including changes to the City of San José Municipal Code. The link to the *City Roadmap: Procurement Improvement Status Report* follows: <https://sanjose.legistar.com/View.ashx?M=F&ID=10856469&GUID=8BCC48A2-70EA-4CE9-BD2C-42F238AB4B65>
- » **Disparity Study (City of San José Initiatives Roadmap).** The City of San José is conducting a disparity study to better understand how minority-, women-, disabled veteran-, and LGBTQ+- owned businesses participate in its contracting policies and practices. The study will determine if there are barriers preventing diverse businesses from working either with the City or prime vendors contracted by the City, and identify ways the City contracting process could be more accessible and inclusive for all San José businesses. The Deputy Director position is leading the Disparity Study with their consultant, MGT Consulting. Additional information on the Disparity Study is here: <https://www.sanjoseca.gov/your-government/departments-offices/finance/disparity-study>.



THE IDEAL CANDIDATE

Education, Experience and Certifications:

- » A bachelor's degree in business, public administration, or related field. A Master's Degree in Business, Finance, Public Administration, Accounting, Economics or related field is desirable.
- » Six (6) years of increasingly responsible experience in senior level administrative and/or analytic work in a public or private agency.
- » Management experience in a similarly complex public agency or private business is strongly preferred.
- » Designation as a Certified Purchasing Manager (CPM), a Certified Professional in Supply Management (CPSM) or a Certified Public Purchasing Officer (CPPO)

Skills, Abilities and Knowledge:

The City of San José seeks innovative and high performing professionals to be a key contributor to the Finance Department and the City. The ideal candidate will have a stable work history and bring an extensive background in procurement and risk management. This person will have outstanding communication skills and be very comfortable making persuasive presentations with credibility and confidence. This deputy will diligently fill the vast oversight role for the Purchasing & Risk Management programs, and be highly focused on providing superb customer service balanced with keeping the public interest at the forefront.

The selected candidate will possess intellectual curiosity and foster an environment of continuous improvement and job satisfaction. They will enjoy working in a fast-paced and highly collaborative environment which will involve engaging with peers across the organization challenging established but ineffective norms when warranted, and aligning the Division's goals with the strategic direction of the Division, Department and City. This person will be passionate about the job and mission and exude a strong sense of pride in all the contributions the Division makes toward City-wide projects and goals.

The ideal candidate will be technologically savvy and willing to perform the work at all levels. They will have deep management experience, with the ability to set effective short- and long- term goals for their team based on a good understanding of management practices. They will establish realistic priorities with available resources, assign decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

Additionally, the ideal candidate will proactively provide guidance, opportunities, and motivation to develop and strengthen the knowledge, skills, and competencies of the Purchasing & Risk Management team. Lastly, the selected candidate will be someone who, in taking action, demonstrates an understanding and consideration of how the proposed action will impact stakeholders and affected areas in the organization, embraces the City's history and appreciates the opportunity to absorb institutional knowledge from mentors and partners throughout the City.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in the U.S. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.

IMPORTANT INFORMATION

Upon commencement of employment and subsequently each spring, the incumbent of this position must file the Family Gift Reporting Form together with the Statement of Economic Interest-Form 700. Please view the following link for details related to the State-Required reporting: [Form 700 \(ca.gov\)](#) and the following link for the City of San José Family Gift Reporting Form: [showpublisheddocument \(sanJoséca.gov\)](#).

Per the City's [COVID-19 Mandatory Vaccination Policy](#), the City requires all employees starting on or after February 11, 2022 to provide proof of vaccination as a condition of employment absent a documented medical and/or religious exemption. Proof of vaccination means that employees are required to be "up-to-date" with regards to the COVID-19 vaccine. Consistent with the Santa Clara County Public Health Order issued on December 28, 2021, "up-to-date" means that employees are required to be vaccinated with the entire recommended initial series of a COVID-19 vaccine (two doses of the Pfizer, Moderna or Novavax COVID-19 vaccine or a single dose of the Johnson & Johnson COVID-19 vaccine).

Please be aware that as a result of the COVID-19 pandemic the City has currently moved to a hybrid work environment; therefore, the Deputy Director is required to be onsite at least three (3) days per week. In the initial period of employment, onsite expectations may be higher as the selected candidate becomes more familiar with the Department and City. The Deputy Director will be assigned a laptop by the City with all software and software access required to perform the assigned duties remotely. The Deputy Director will be required to have/provide their own internet connectivity and other requirements as specified in the City's [Remote Access Policy 1.7.3](#) to be able to fully perform his/her responsibilities remotely.



COMPENSATION AND BENEFITS

The total salary range for Deputy Director classification is **\$140,154- \$226,257**. This amount includes an approximate five percent (5%) ongoing non-pensionable pay. Actual salary shall be determined by the final candidates' qualifications and experience. The City also provides an attractive benefits package that includes, but is not limited to:

Retirement – Competitive defined benefit retirement plan with full reciprocity with CalPERS.

Health Insurance – The City contributes 85% towards the premium for the lowest-priced non-deductible plan. Several plan options are available.

Dental Insurance – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Vacation accrual may be adjusted for successful candidates with prior public service to reflect a vacation accrual rate commensurate with total years of public service. Executive Leave of 40 hours is granted annually and, depending upon success in the Management Performance Program, could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.

Holidays – The City observes 15 paid days annually.

Deferred Compensation – The City offers an optional 457(b) plan.

Flexible Spending Accounts – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

Employee Assistance Program (EAP) – The City provides a comprehensive range of services through its EAP.

Executive Management Benefits - <https://www.sanjoseca.gov/home/showpublisheddocument?id=21323>

Health Benefits - <https://www.sanjoseca.gov/your-government/departments/human-resources/benefits>

APPLICATION AND SELECTION PROCESS

Resumes and required cover letters will be reviewed as applications are received. This position is open until filled. For priority consideration, apply immediately at <https://www.cpshr.us/recruitment/2130> by **Monday, December 12, 2022**. A Job posting could be taken down when we receive a sufficient number of applications. Therefore, it is strongly encouraged to submit your application as early as possible

For questions, inquiries or candidate recommendations, please contact:

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CPS HR Consulting
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Website: www.cpshr.us



The City of San José is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of San José is committed to offering reasonable accommodations to job applicants with disabilities.

