career opportunity

DIRECTOR OF CONTRACTS AND PROCUREMENT

VALLEY WATER

Annual Salary:
$203,798–$263,161 DOE/DOQ

The Santa Clara Valley Water District (Valley Water) is hiring a Director of Contracts and Procurement (Deputy Administrative Officer of the General Services Division) who will provide oversight, leadership, and strategic support to procurement, contracts administration, warehouse services, vehicle & equipment management, facilities management, and business and customer support services for the entire District. The Ideal candidate will be customer-focused, poses a strong understanding of principles and practices of effective public sector procurement programs, contract management, and knowledge of facilities and fleet operations, and be a trust builder, engaged leader, collaborative partner, and excellent communicator.

Santa Clara Valley Water District

OUR MISSION: *Provide Silicon Valley safe, clean water for a healthy life, environment and economy.*

THE COMMUNITY

HOME TO TECHNOLOGY GIANTS such as Google, Apple, Microsoft, Facebook, eBay, and more, Santa Clara Valley has earned the reputation around the world as the center of technology and innovation, as well as an ideal location to work, live and raise a family. Santa Clara County is roughly 50 miles south of San Francisco, 200 miles from Lake Tahoe, and 35 miles from Santa Cruz; the close proximity to beaches, mountains and city life provides a year-round calendar of great things to do including: surfing, festivals, concerts, theatre, snow and waterskiing, biking, hiking, fishing, and much more.

THE ORGANIZATION:
Santa Clara Valley Water District

WITH HEADQUARTERS IN SAN JOSE, Valley Water provides water supply, enhances streams and watersheds through creek restoration and habitat protection, and provides flood protection for homes, schools, business and roadways. In addition, Valley Water partners with other agencies to provide trails and open space for the community.

Valley Water serves nearly two million people in Santa Clara County, which stretches 1,300 square miles and encompasses 15 cities and unincorporated areas. Valley Water manages 10 dams and surface water reservoirs, three water treatment plants, an advanced recycled water purification center, state-of-the-art water quality laboratory, nearly 400 acres of groundwater recharge ponds, and more than 275 miles of streams.

Valley Water is a public agency with a current operating and capital budget of $523 million, a staff of over 850 employees, and is governed by the Board of Directors which includes seven members, each elected by their district.

CURRENT AND FUTURE DISTRICT PROJECTS / OPPORTUNITIES

- Anderson Dam Seismic Retrofit
- Rinconada Water Treatment Plant Reliability Improvement:
- San Francisco Bay Shoreline Protection
- Pacheco Reservoir Expansion Project
- California WaterFix

For more details go to:
wbrowncreative.com/wp-content/uploads/2018/08/Projects-COO-Santa-Clara-Water.pdf

THE POSITION

THE DIRECTOR OF CONTRACTS AND PROCUREMENT (DEPUTY ADMINISTRATIVE OFFICER FOR GENERAL SERVICES) reports to the Chief Operating Officer of Information Technology and Administrative Services. This is an at-will position overseeing an approximate budget of $27M, and 4 direct reports who oversee approximately 65 staff. The DAO will work closely with other Deputy Officers in Finance, Information Technology and Human Resources and other executives at Valley Water.

THE DIVISION

GENERAL SERVICES (GSD) is a division within the Information Technology and Administrative Services Department. GSD provides management oversight, leadership, and strategic support to Procurement (approximately $40M in annual purchases), Contracts Administration, Warehouse Services, Vehicle & Equipment Management, Facilities Management (11 buildings, 3 water plants and 50 housing units), and Business and Customer Support Services units.

THE IDEAL CANDIDATE *will...*

THE IDEAL CANDIDATE will be customer-focused, possess a strong understanding of principles and practices of effective public sector procurement programs, contract management, and knowledge of facilities and fleet operations. The Deputy will be an engaging and effective communicator, inspirational leader, efficient, trusted, available, and ...

TECHNICAL

- Direct procurement and operational services division.
- Develop division policy, vision and organizational goals.
- Support Valley Water's mission and vision.
- Provide guidance and recommendations on complex technical issues.
- Direct and coordinate the work and resources of the Division's units.
- Be adept at contract negotiations, development and performance oversight.
- Manage the comprehensive facilities master plan, operations, maintenance and repairs, inventory and replacement and disposal programs.
- Oversee the success of the business and customer service unit providing print, mail, reception, and other administrative support to Valley Water.
- Provide fiscal oversight and accountability of a $26 million complex procurement, contract, and operational budget.
- Participate in budget development, revenue forecasting, and management of grants and loans.
- Excellent leadership and organizational management background.
- Knowledge of public sector procurement contracting processes, regulations and requirements.

LEADERSHIP

- Provide inspirational leadership, direction, and coaching to a dynamic and cross-functional staff.
- Inspire and lead a proactive and positive organizational culture.
- Be a creative problem solver, and hold self and others accountable.
- Effectively navigate political and complex issues in private and public settings.
- Develop and manage short- and long-term organizational goals.
- Provide technical guidance and leadership support to executive management.
- Be a transparent, collaborative and empathetic leader.

INTERPERSONAL COMMUNICATION

- Be approachable, collaborative, available and inclusive.
- Develop and create partnerships, and build consensus and trust with others.
- Be self-directed, motivated, resilient, and flexible.
- Possess energy and enthusiasm.
- Have a "can do" attitude.
- Operate within a strong ethical framework and strive to uphold the public£s trust.
- Communicate effectively both verbally and in writing, and be an engaging public speaker.

Desired; one or all of the following:

- Certified Purchasing Manager (C.P.P.), Institute of Supply Management
- Certified Public Procurement Officer (CPPO), Universal Public Procurement Certification Council
- Certified Purchasing Supply Manager, (CPSM) Institute of Supply Management

SALARY & BENEFITS

ANNUAL SALARY: $203,798 –$263,161 DOE/DOQ, and an attractive benefits package that includes:

RETIREMENT/PENSION: 2% at age 60 or 2% at age 62 based on provisions of the California Public Employees' Pension Reform Act of 2013 (PEPRA).

HEALTH INSURANCE: Medical, Dental, Vision Care and EAP benefits are provided by Valley Water. Employees pay 15% towards Valley Water£s monthly premium cost for medical coverage. Dental, Vision Care and EAP coverage is provided by Valley Water with no monthly premium cost to the employee; Medical, Dental, Vision Care and EAP benefits are provided to all regular employees and their eligible dependents.

OTHER INSURANCE: Group Life and Disability Insurance.

DEFERRED COMP: Available to employees as an option with up to $8,000 in annual Valley Water matching contributions.

FLEXIBLE SPENDING ACCOUNT: Health Care and Dependent Care Spending.

VACATION: Newly hired employees receive 224 hours (28 days/year) of prorated vacation.

LEAVES: 3 days of bereavement leave; 24 hours of executive leave and 32 hours of prorated personal leave; up to 96 hours per year sick leave.

HOLIDAYS: 12 designated days per calendar year.

HOW *to* APPLY

Applications will be accepted until the needs of the district are met, please apply immediately for consideration at: ***wbrowncreative.com/job-board/***

Please contact your recruiter, Wendi Brown, with any questions: **wendi@wbrowncreative.com**
866.929.WBCP (9227) toll free or **541.664.0376** direct