

# PROCUREMENT+ CONSULTANT CONTRACTS MANAGER VALLEY WATER

**ANNUAL SALARY: \$169,250–\$216,195 DOQ/DOE**  
*PLUS an Excellent Benefits Package!*

**THE SANTA CLARA VALLEY WATER DISTRICT (VALLEY WATER) IS SEEKING AN ORGANIZATION-WIDE PROCUREMENT AND CONSULTANT CONTRACTS UNIT MANAGER.** The Procurement and Consultant Contracts Unit is in the General Services Division, a centralized service division that also provides warehouse services, vehicle and equipment management, facilities management, and business and customer support services across the organization. Being centralized, this position will interface with multiple departments and oversee, guide, and develop, a team of 14. The ideal candidate is a hands-on working manager with prior experience managing a complex purchasing division/department, and an expert in the field with a strong understanding of principles and practices of effective public sector procurement and consultant contracts management, preferably in California. They will balance a customer-service approach with adherence to procurement best practices. They are solutions oriented, strategic, and will effectively navigate the complexities of a union-represented workforce. The ideal candidate is also a relationship builder who drives process improvement and operates with a strong ethical framework that upholds public trust. ***If you are a seasoned professional in purchasing and consultant contracts management looking to leverage your expertise in a dynamic and complex environment, apply today!***



**Valley Water**

*Providing Silicon Valley safe,  
clean water for a healthy life,  
environment and economy.*

career opportunity

# the **COMMUNITY**

**H**OME TO TECHNOLOGY GIANTS in Silicon Valley 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 exciting activities including festivals, concerts, live theatre, snow and water sports, biking, hiking, fishing, and more.



## **ABOUT VALLEY WATER**

**V**ALLEY WATER SERVES NEARLY TWO MILLION people in Santa Clara County, which stretches 1,300 square miles and encompasses 15 cities and unincorporated areas. The organization 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. With headquarters in San Jose, Valley Water provides wholesale water and groundwater management services to local municipalities and private water retailers who deliver drinking water directly to homes and businesses in Santa Clara County.

Valley Water's current Capital Improvement Plan includes 73 projects totaling \$9.55 billion. The program includes water supply, flood protection, water resources stewardship, buildings and grounds and information technology projects. Projects in the CIP will improve, repair, replace, or construct infrastructure. There are 37 Water Supply projects (\$7.23 billion), 15 projects to increase flood protection (\$1.94 billion), 13 environmental restoration, enhancement and mitigation projects (\$222 million), three projects to repair or maintain Valley Water buildings and grounds (\$96 million), and five projects to upgrade or expand existing information technology (\$66 million).

[READ MORE ABOUT VALLEY WATER'S CIP HERE](#)





# the *DEPARTMENT, DIVISION, AND PROCUREMENT AND CONTRACTS UNIT*

**G**ENERAL SERVICES (GSD) is a division within the Administrative Services Business area. GSD provides management oversight, leadership, and strategic support to Procurement and Consultant Contracts (approximately \$40M in annual purchases), Construction Contracts Support, Warehouse Services, Vehicle & Equipment Management, Facilities Management (11 buildings, 3 water plants and 50 housing units), and Business and Customer Support Services units. The centralized Procurement and Consultant Contracts Unit consists of 14 staff, equally divided in the Purchasing and Professional Consultant Contracts sections, and has a budget of approximately \$5 million.

## the *POSITION*

**T**HE PROCUREMENT AND CONSULTANT CONTRACTS MANAGER is entrusted with leading Valley Water's centralized procurement work, including setting policies and procedures, ensuring compliance with procurement best practices, and serving as the highest knowledge technical expert within the unit. This Manager is doing the work, as well as overseeing staff work, and will manage the approximate \$5 million budget. They will also balance adherence to procurement best practices with a customer-service focus and collaborate across the entire organization with executives and other staff to meet their procurement needs. They will oversee the day-to-day procurement and contracts activities, including contract negotiations and vendor management, and ensure that they provide vendors a fair and equitable opportunity to pursue procurement contracting opportunities with Valley Water. They will also be responsible for maintaining a purchasing tracking system and administering a vendor performance evaluation system. This Manager will have a proven track record of navigating the rules and regulations of public sector procurement and hold relevant certifications such as a Certified Public Procurement Officer (CPPPO) or Certified Purchasing Manager (C.P.M.). They also actively network with industry professionals and participate in relevant professional associations, ensuring that they stay current in best practices and industry developments.

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### CONSULTANT CONTRACTS + PROCUREMENT'S RECENT ACCOMPLISHMENTS

- ▶ Developed a comprehensive **Procurement Manual**, detailing delegation of authority and contract administration guidelines.
  - ▶ Created and implemented **standardized contract templates** for all contract types and solicitations.
  - ▶ Successfully transitioned to a **new Procurement Portal**, Planet Bids, and completed the implementation of a new ERP system, which streamlines requisitioning, purchase order issuance, and contract tracking.
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# the *IDEAL CANDIDATE*

**THIS IDEAL CANDIDATE WILL LEVERAGE** their expert knowledge and experience in public sector procurement and consultant contracts management, effectively managing competing customer needs and complex projects while demonstrating effective communication and political acumen. The ideal candidate should also be personable, approachable, self-directed, motivated, and resilient. This Manager will be flexible, encourage collaboration, and be an adept relationship builder. They will have proven leadership experience and be enthusiastic about developing their team and fostering a collaborative, inclusive and positive work environment. They have a “can do” attitude and will operate with a strong ethical framework and strive to uphold public trust.

## CORE COMPETENCIES

*required in an ideal candidate include...*

**Influential Leadership.** Effective at directing, persuading, and motivating others. Has a flexible working style to be an effective collaborator, empowering others, building mutual trust, fairness and honesty with their team and others, while fostering a proactive and positive organizational culture.

**Strategic Thinking.** Acts with the future in mind; has a plan and makes decisions within the framework for the organization’s strategic intent; develops and implements clear goals for the unit and aligns activities with Valley Water’s mission and goals.

**Customer Service Orientation.** Remains responsive and engaged with customers; is empathetic to customer needs and continues to seek information and improvements to improve service delivery.

**Problem-Solving and Decision-Making.** Effective problem solver; is capable of making informed, strategic decisions, and demonstrates good judgement; regularly involves others as appropriate in decision making and demonstrates good balance between analyzing and solving the problem.

**Sensitivity and Relationship Building.** Understands that the primary factor in success is establishing and maintaining productive relationships; interacts with people regularly, establishes and maintains networks; values and respects the concerns and feelings of others, and communicates empathy towards others.



# MINIMUM QUALIFICATIONS

*The following combination represents the minimum training and experience requirements for this classification:*

## Education

Equivalent to graduation from an accredited four-year college or university.

## Experience

Five (5) years of procurement, purchasing, and/or contracting program management experience, including two (2) years of direct supervisory experience.

## License/Certificate Requirements

A valid California Driver's license and an acceptable driving record upon hire.

### ***Highly desired are some or all of the following:***

- ▶ Certified Purchasing Manager (CPM), Institute of Supply Management.
- ▶ Certified Public Procurement Officer (CPPO), Universal Public Procurement Certification Council (UPPCC).
- ▶ Certified Purchasing Supply Manager (CPSM), Institute of Supply Management.
- ▶ Extensive experience in public sector procurement and contracts management in the State of California.

# UPCOMING PROJECTS+OPPORTUNITIES

**INFORMATION TECHNOLOGY SOLUTIONS.** This person will be deeply involved in the RFP process for identifying IT solutions, as well as support the implementation of the contracts and procurement process, including education and training, related to these solutions.

**CENTRALIZED PROCUREMENT.** This position is part of Valley Water's centralized procurement division, providing support for other contracts and procurement professionals in other departments, managing both contracts and procurement for multi-billion-dollar infrastructure upgrades over the next 10 years.

**SMALL BUSINESS ENTERPRISE OUTREACH.** This position will enhance outreach and engagement with Small Business Enterprises to promote procurement opportunities with Valley Water.

**CONTRACTING EFFICIENCIES.** This position will implement strategies to improve processing times from submission to closeout of requisitions.

**COMPLIANCE AND BEST PRACTICES.** This position will ensure that all procurement activities align with Valley Water's rules and regulations, as well as industry best practices. This includes continuous monitoring and updating of procurement policies and procedures to maintain compliance and operational excellence.



# SALARY + BENEFITS

Annual salary of **\$169,250–\$216,195 DOE/DOQ**, *PLUS* 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 with no monthly premium to the employee.

**OTHER INSURANCE:** Group Life and Disability Insurance.

**DEFERRED COMPENSATION:** Available to employees as an option with up to \$3,000 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:** 14 designated days per calendar year.

**ADDITIONAL INFORMATION:** Employment with Valley Water requires employees to work within 150 miles of their primary physical work location located in San Jose, California by their start date.

## HOW to APPLY

For first consideration apply by **JULY 18** at:

>>> **WBCP JOB BOARD** <<<

**SAVE THE DATES.** Round one interviews will take place virtually on **AUGUST 20**. Finalists will move forward to in-person interviews on **AUGUST 30**. Selected candidates must be available for both dates.

Please contact your recruiter, Wendi Brown, with any questions:

**541.664.0376** direct • **866.929.WBCP (9227)** toll-free

[wendi@wbcpsc.com](mailto:wendi@wbcpsc.com)

