



STAFFORD COUNTY, VIRGINIA IS SEEKING A CENTRAL PROCUREMENT DIVISION DIRECTOR

The Community

Stafford County, Virginia has received AAA bond ratings from all three rating agencies and joins only 47 localities across the country with this distinction. With a diverse population of 150,000, the County is strategically located on the Interstate 95 Corridor just 40 miles south of the Washington, DC Beltway and 50 miles north of Richmond. With its proximity to the Washington DC Metropolitan area, many Stafford residents commute daily.

Stafford offers a business-friendly environment, diverse recreational attractions, a growing presence in sports tourism, and is home to some of the nation's leading companies. Marine Corps Base Quantico occupies 33,000 acres in northern Stafford County. The Marine Corps Officers Candidate School, FBI Academy, FBI Crime Lab, and Military Criminal Investigative Services are all located on base. Over 25,000 military and civilian employees work here, and over 60% hold a bachelor's degree or higher. Stafford's 2,873 businesses include over 40 defense, security, and technology firms, insurance firm GEICO (4,000 employees), and a diversified portfolio of large and small firms.

The Stafford Hospital Center is a full-service, acute care hospital offering first-rate care and services and emergency care. The hospital attracts many additional healthcare businesses, and more growth is anticipated.

The Stafford County Public Schools System is a high-performing school division and the largest school division in the Commonwealth with all schools being fully accredited. Programs offer students core academics, advance placement, and technical skills that match their career interests.

Stafford has a variety of residential communities and expanding retail and restaurant options. Major improvements on the I-95 and Route One corridors as well as two Virginia Railway Express stops in the County are increasing mobility. Stafford envisions the development of a new mixed-use, social and entertainment "Downtown Stafford" in the near future to offer additional community experiences. Stafford has rich outdoor recreation and athletic options to include kayaking and boating on the Potomac or Rappahannock Rivers, historical and artistic galleries and walks, and world-class aquatic and outdoor fields at the Rouse Sports Center. The quality of life within the County is accentuated by its natural beauty and 51 miles of shoreline. Wineries, craft breweries, Civil War and other historic sites abound.

Stafford County offers an outstanding environment for the new Central Procurement Division Director and their family.

The Organization

The County of Stafford operates under the traditional Board-Administrator form of government and is vested with all rights and powers as specified by state law under the County Board form of government (Virginia Code: Section 15.2-400 through Section 15.2-418) with the Board of Supervisors serving as the legislative body of the local government. The County Courthouse is located in Stafford. The seven-member Board is elected for four-year terms from seven single-member districts in November of odd-numbered years. The Board, as the legislative body, is responsible for enacting laws and setting policies. It also approves the budget for County services and appoints citizens to the several boards, authorities, commissions and committees.

The Board appoints the County Administrator, who fulfills a combined advisory and executive role, serves at the pleasure of the Board of Supervisors, carries out the Board of Supervisors' adopted policies, directs business procedures, and has the power of appointment and removal of County employees. Two Deputy County Administrators and eighteen departmental directors and constitutional officers assist the County Administrator by providing leadership to operating departments and acting as liaisons for assigned groups. Currently the County staff consists of 1,014 full-time positions, and the FY2021 adopted operating and capital budget for all county funds totals approximately \$637 million.

The Position

Under the general supervision of the Chief Financial Officer, the Central Procurement Division Director presides over all activities and operations involved in management, administration and supervision of the County's contract and procurement programs, and serves as the County's Procurement Administrator. This position will be expected to maintain current processes and identify new processes, develop recommendations for improvements, and ensure compliance with County, State, Federal and grant specific purchasing regulations. The Central Procurement Division Director exercises signatory authority subject to certain constraints (based on dollar amounts) and approvals by the County Administrator and the Board of Supervisors.

Leadership Opportunities

In order to create efficiencies and savings for the County government, the Central Procurement Division Director will evaluate processes and incorporate best practices related to the bid/proposal process, purchasing cards, and contract renewal, as examples. This division has been going through an overall of policies and practices which the new incumbent will need to continue. Upon consultation with affected parties, changes will be evaluated and implemented. Work involves developing and supervising supportive staff engaged in the purchase of services, supplies, facilities and construction. The position serves as the County's Procurement Administrator and is responsible for presenting recommended changes and updates of the Procurement Policies and Regulations of Stafford County, Virginia to the Chief Financial Officer and Purchasing Agent (County Administrator) for adoption and enforcement of those regulations and the Virginia Public Procurement Act.



Desired Capabilities

Successful candidates will demonstrate the following:

- Outstanding personal leadership and management skills;
- An approachable, friendly, open and participatory management style;
- Ability to resolve conflict, manage change and navigate sensitive topics;
- Ability to plan, analyze, and evaluate programs and services, operational needs, and fiscal constraints;
- Well-developed financial management and budgetary skills;
- A willingness to communicate in an effective, timely, and equitable manner;
- Ability to interpret and apply applicable laws, rules, and regulations; analyze problems and identify alternative solutions; anticipate consequences of proposed actions; and implement recommendations in support of goals;
- Ability to be an effective and articulate advocate for the County's and interests in discussions and negotiations with other organizations, vendors, and contractors;
- Ability to speak effectively in a variety of circumstances and maintain poise and tact under stressful or challenging situations;
- Ability to write effectively in a variety of circumstances using appropriate tone and appearance for the situation and to present written recommendations in a cohesive manner; and
- Ability to effectively delegate authority and responsibility while maintaining appropriate levels of accountability and operational control.

Other required personal characteristics include an understanding of the political process while remaining apolitical; initiative, resourcefulness, and creativity; outstanding interpersonal and "people" skills; the tenacity to work through complex, long-term and often difficult issues and projects; and personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life.



Qualifications and Experience

Any combination of education and experience equivalent to a Bachelor's Degree in Public or Business Administration, Marketing, Contract Management, Procurement, or a related field combined with at least 8 (eight) years of progressively responsible experience in procurement for a public or government organization; and at least 3 (three) years of management experience. Must possess professional certification(s) from a state or national organization of procurement professionals such as the NIGP or UPPCC (VCO, VCM, CPPO, CPPB). Virginia certification and experience is preferred.

Compensation and Benefits

This position offers a competitive salary based on the experience and qualifications of the successful candidate. The expected hiring range is \$95,000 - \$130,000. Stafford County has a competitive benefits program including participation in the Virginia Retirement System, competitive health benefits and life insurance, paid vacation and sick leave, and tuition reimbursement. Stafford County offers an inviting environment and the quality of life for residents is outstanding.



Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2789>

This position is open until filled; first review of resumes occurs on March 1, 2021. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Anne Lewis at Anne.Lewis@bakertilly.com or 703-923-8214.

For more information about Stafford County, Virginia, see its website at <https://staffordcountyva.gov/>

The County of Stafford is an Equal Opportunity Employer and values diversity at all levels of its workforce.

Under state legislation regarding access to public records, information from your resume may be subject to public disclosure.



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