



CITY OF RICHMOND
 Department of Human Resources
 900 East Broad Street, Suite 902
 Richmond, VA 23219
 804-646-5660

<https://www.rva.gov/>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Deputy Department Director, Senior*, Procurement Services**

An Equal Opportunity Employer

SALARY

\$96,167.00 - \$153,615.00 Annually

ISSUE DATE: 09/28/21

FINAL FILING DATE: Continuous

THE POSITION

This class provides assistance to the department director or the Chief Administrative Officer in setting the strategic direction and management oversight to a large or complex City department, and ensures implementation of Mayor and City Council goals, policies, and performance expectations. Incumbents oversee a major division(s) within a large or complex department and serve as a second or third level manager reporting directly to the Department Director. Incumbents make interpretive decisions on behalf of the organization regarding the means for executing the goals established by the Director, subject to available technology and resources. Such interpretive decisions provide context for the work to be accomplished by the subordinates supervised. Incumbents are typically assigned to serve as Director in the absence of the Director.

Supervision Exercised/Received:

- **Exercised:** This classification typically supervises other employees.
- **Received:** This classification typically reports to a Director or other executive.
- **Note:** Other reporting relationships may apply.

DUTIES INCLUDE BUT ARE NOT LIMITED TO

TYPICAL CLASS ESSENTIAL DUTIES: These duties and percentage of time are a representative sample; position assignments may vary.

Typical Percentage of Time (none less than 10%)

1. Directs, manages, and supervises staff; performs some supervisory duties such as performance evaluations and training; supports managers as needed. **30%**
2. Manages, implements, and monitors large scale projects, programs, reviews, budgets, etc.; determines each staff member's role. **25%**
3. Prepares, reviews, edits, and approves various documents, reports, contracts, expenditures, packets, budgets, etc.; ensures proper reporting. **20%**

4. Prepares presentations; conducts, attends, and participates in various meetings. **15%**
5. Works with various internal and external departments on special assignments or projects; coordinates projects as needed. **10%**

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's Degree in public administration or field directly related to assignment
- Eight years of progressively responsible related experience that includes significant management and supervisory experience
- Master's degree in public administration, business administration, or field related to procurement services
- An equivalent combination of training and experience (as approved by the department) may be used to meet the minimum qualifications of the classification

LICENSING, CERTIFICATIONS, and/or OTHER SPECIAL REQUIREMENTS:

- Professional certifications in procurement such as: Virginia Contracting Master (VCM); Certified Public Procurement Officer (CPPO); Certified Professional Purchasing Manager (CPPM)

KNOWLEDGE, SKILLS, AND ABILITIES:

TYPICAL KNOWLEDGE, SKILLS, AND ABILITIES: These are a representative sample; position assignments may vary.

Knowledge (some combination of the following):

- Budget analysis
- Community relations
- Computer programs such as Microsoft Office Suite
- Electronic databases and related software applications within department's focus area
- Federal, states, and local laws, rules, regulations, codes, and statutes
- Government administration and legislative processes
- Government finance and budgeting practices
- Organizational structure in focus area
- Policy development
- Project management
- Related policies and procedures
- Specific knowledge and standards within focus area

Skills (some combination of the following):

- Coaching and mentoring employees
- Communicating with various internal and external departments
- Conducting extensive research
- Establishing and maintaining effective working relationships

- Managing and leading
- Performing data analysis
- Planning, directing, coordinating, and evaluating operations of the department of focus
- Preparing, writing, and reviewing reports and other work, including scope of work
- Providing strategic oversight to City departments and functions
- Responding in a timely manner to inquiries and concerns of the public
- Serving as Director in the absence of the Director
- Using efficient learning techniques to acquire and apply new knowledge and skills
- Working strategically and collaboratively across departments and agencies
- Oral and written communication
- Interpersonal communication

Abilities (some combination of the following):

- Be adaptable
- Anticipate future needs and assess operational concerns
- Balance conflicting priorities
- Make important decisions
- Be flexible
- Problem solve
- Self-manage
- Work in teams

Preferred Qualifications:

- Seven years of progressively responsible experience in local government procurement with comprehensive knowledge of laws governing procurement and contracting
- At least 10 years of management and leadership experience including but not limited to: strategic planning; policy development; time management; personnel development, amongst others
- Exceptional oral and written communication skills, including presentations to boards and councils
- Effective in building professional relationships with vendors, contractors, city officials, and staff

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
<https://www.rva.gov/>

EXAM #84M00000005
DEPUTY DEPARTMENT DIRECTOR, SENIOR*, PROCUREMENT
SERVICES
RA

Deputy Department Director, Senior*, Procurement Services Supplemental Questionnaire

- * 1. 10-point compensable veteran. You must have an existing compensable service-connected disability of 10 percent or more. Other 10-point veteran include disabled

veteran or a veteran who was awarded the Purple Heart for wound or injuries received in action, veteran's widow or widower who has not remarried, wife or husband of a veteran who has a service-connected disability, widowed, divorced or separated mother of an ex-service son or daughter who died in action, or who is totally and permanently disabled. Do any of these apply?

- Yes
 No

- * 2. 5-point veteran's must have been discharged under honorable conditions and had one of the following: Active duty in the Armed Forces of the United States, in a war, or during the period 4/28/52-7/1/55 or active duty for more than 180 consecutive days other than for training, any part of which occurred during the period beginning 2/1/55 and 10/14/76 or active duty during the Gulf War sometime between 8/2/90 - 1/2/92 or active duty in a campaign or expedition for which a campaign badge has been authorized or active duty for which more than 180 consecutive days other than for training, any part of which occurred during the period beginning 9/11/2001 and ending on the date prescribed by the Presidential proclamation or by the law as the last date of operation Iraqi Freedom. Do any of these apply?

- Yes
 No

- * 3. Employees in this job classification are designated as Essential Personnel and must be available to report to work during inclement weather, disasters and other emergencies. Are you willing and available to report to work during these conditions?

- Yes
 No

4. Which answer best describes your highest level of education?

- High School Diploma/GED
 Some college
 Associate's Degree
 Bachelor's Degree
 Master's/Advanced Degree

5. Do you have a Bachelor's Degree in Business, Construction Management, Public Administration or related field?

- Yes
 No

6. Which best describes your years of procurement experience?

- Less than four years of experience
 Four to seven years of experience
 More than seven years of experience

7. Do you have recent working experience in a Virginia locality or other government agency?

- Yes
 No

8. Select all the below professional certifications you have that relate to procurement (Select all that apply):

- Certified Public Procurement Officer (CPPO)
 Certified Public Procurement Buyer (CPPB)
 Virginia Contracting Officer (VCO)
 Other Procurement related certification
 None of the above

- 9.

If you selected "Other procurement related certification" above, please name the credential (s) below. If you did not select "other," type "N/A."

10. Summarize how your education, training and experience have prepared you for this opportunity:

11. How many total years of management and leadership experience do you have?

* Required Question