



DEPARTMENT OF
**HUMAN
RESOURCES**

**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

\$100,975.00 - \$161,296.00 Annually

ISSUE DATE: 09/07/22

FINAL FILING DATE: Continuous

THE POSITION

The City of Richmond, Department of Procurement Services is seeking to fill a Deputy Department Director, Senior position. Under general direction, the Deputy Department Director, Senior plans, manages, and directs the unit responsible for the procurement of goods and services. Incumbent will provide assistance to the department director in setting the strategic direction and management oversight the Procurement Services department, and ensures implementation of Mayor and City Council goals, policies, and performance expectations. 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.

This is an at-will UNCLASSIFIED position and serves at the discretion of the Appointing Authority.

DUTIES INCLUDE BUT ARE NOT LIMITED TO

- Supporting the Director of the Department of Procurement Services in managing the department of 20 full-time employees and contracts valued at approximately \$1.4B:
- Developing department short-term and long-term strategic plans.
- Creating and monitoring key performance indicators. Developing course corrections as necessary.
- Leading the most complex procurement projects, such as major construction and technology purchases.
- Leading regular policy review and updates.
- Representing the director at meetings with executives, elected officials, and vendors.
- Providing oversight of the department's annual and five-year financial plans (budgets); leading preparation of these budgets.
- Leading, training, managing, coaching, mentoring, evaluating, and as necessary, disciplining staff.

- Ensuring accountability for adherence to procurement laws, regulations, policies, and procedures.
- Implementing Internal Audit recommendations as appropriate; ensuring timely responses to audit inquiries.
- Providing technical guidance to City executives, department heads, staff, and agency personnel.
- Providing oversight to the City's purchasing card program.
- Performing quality control reviews of solicitations, bids and proposals, contracts, renewals, change orders, among others.
- Ensuring procurement work is completed accurately and in accordance with City policies and laws.
- Performing quality control review over vendor registration management; ensuring all 1099 reportable entities are accurately accounted for.
- Records management oversight; ensuring hard copy and electronic records are properly retained in accordance with Library of Virginia standards.
- Surplus property oversight and leadership; ensuring surplus assets are properly managed.
- Internal controls management.
- Accurate and timely reports to the Chief Administrative Officer (CAO), Deputy CAO, City Council, vendors, and the public.
- Serving as the information officer for the department.
- In the absence of the director, performing the director's duties and responsibilities of the director.

QUALIFICATIONS, SPECIAL CERTIFICATIONS AND LICENSES

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of procurement services; budget analysis, federal, state and local laws, regulations, codes, and statutes pertaining to procurement services; electronic databases and related software to analyze and forecast data; government finance and budgeting practices; policy development; project management; Demonstrated skill in coaching and mentoring employees; communicating with various internal and external departments; performing data analysis; planning, directing, coordinating and evaluating operations of the department; preparing, writing, and reviewing reports, including scope of work; providing strategic oversight to City departments and functions while working strategically and collaboratively. Ability to lead, manage, and implement effective strategic plans; establish community relations programs; anticipate future needs and assess operational concerns; demonstrate strong problem-solving skills; and be able to self-manage and work in teams simultaneously.

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)

PREFERRED TRAINING AND EXPERIENCE:

- Seven years of progressively responsible experience in local government procurement with comprehensive knowledge of laws governing procurement and contracting
- Additional experience in commercial or industry environments in contracting, procurement, and/or sourcing or program management is desirable.
- 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