



Assistant Director of Office of Procurement Services

The City of Dallas is seeking qualified candidates for the Assistant Director for the Office of Procurement Services (OPS). Reporting directly to the Director, this individual will assist with compliance, cost savings initiatives, policy and procedure recommendations, and overall management of day-to-day operations including negotiations and conflict resolution. The City of Dallas has over 550 term contracts requiring OPS to work with client departments to ensure timely renewal to support departmental goals and initiatives while ensuring taxpayers receive the best value. OPS averages approximately 150 agenda items for City Manager and subsequent City Council recommendation each fiscal year, in the amount of \$375-\$450 million in contract authorization.

The ideal candidate for this position will be a change agent, strategic, responsive, with solid procurement, negotiation, and cost and price analysis experience. Under general direction, provides technical and professional assistance to the Director in managing, planning, and organizing the activities and staff of OPS.

This position directs the procurement of materials, supplies, equipment, and services for a large, dynamic urban city; develops, implements, and monitors contracting procedures; oversees the management of city surplus inventory; ensures compliance with Federal, State, and local rules and regulations governing the operation of City and State procurement; and successfully coordinates and develops working relationships with a diverse group of executives, including elected officials.

Position Purpose:

This position is responsible for overseeing the City purchasing program that reflects best practices in the public sector and acts as an advisor to the Director and executive leadership on all matters related to the purchasing of goods and services in the city. As Assistant Director in OPS, this position will be required to operate with a high level of discretion, judgment and integrity. Responsibilities will also include assigning and reviewing performance of subordinate managers and supervisors; overseeing financial and budgetary management, operations review, administrative direction and quality control to ensure effective departmental performance.

Essential Functions:

1. Drafts and provides advice on goods and services procurement related to policies, procedures and best practices.
2. Reviews budget allocation, employee assignments, objectives, and performance of subordinate managers and supervisors. Recommends changes to Director, and makes reassignments of resources.



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3. Coordinates programs and resource allocations with department executives, and executives in other departments.
4. Monitors progress of service delivery elements through procedures and strategies to accomplish timely and effective utilization of available services.
5. Evaluates and analyzes monthly management reports to make budgetary recommendations and to make strategic decisions.
6. Reviews and approves personnel actions including hiring, training, performance evaluations and other personnel actions to ensure productivity and quality standards are maintained.
7. Manages and coordinates special research requests and coordinates responses to the City Manager or City Council to provide accurate and timely results.
8. Oversees administration of the department including department's operating budget; recommends changes to Director to resolve budgetary problems.
9. Identifies areas of quality management to enhance productivity through improved work procedures and practices, improved communication and accountability.
10. Represents the City at local, state and national organizations and at professional activities to maintain the image of the City and to create public support for departmental programs.
11. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

- Knowledge of Federal, state and local laws, rules, regulations and guidelines related to governmental procurement processes.
- Effective leadership skills that can energize multi-disciplined work teams to respond to business needs
- Strong analytical, interpersonal skills, problem-solving and conceptual skills
- Project management skills with experience in organizing, planning, budgeting and executing large-scale projects from the envisioning stage through implementation, involving internal and external personnel, contractors and vendors.



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- Outstanding oral and written communication skills.
- Strongly self-motivated.
- Thorough knowledge of business principles, practices and techniques used in department management.
- Ability to plan, direct, and coordinate the work of others through subordinates.
- Ability to work with a diversified group of individuals.
- Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.
- Thorough knowledge of contracting regulations for municipal governments, and ability to negotiate contracts.

Working Conditions and Hazards:

Work performed under normal office conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned

Minimum Required Education and Experience

- BS/BA degree in accounting, finance, business administration, public administration, or related field.
- Effective oral and written communications skills, MS/Word and MS/Excel or similar software skills.
- Five years supervisory management responsibilities in public procurement. MBA or MS degree in finance, business administration, or public administration may substitute for two year of the five years of professional experience.
- Certified Professional Public Buyer (CPPB), Certified Purchasing Manager (CPM) or Certified Public Procurement Officer (CPPO) certification preferred. May substitute for a portion of the required education or experience.
- Knowledge of principles and procedures of contracts administration related to materials, supplies, professional services and revenue contracting; the processes and procedures utilized within municipal bidding, including bid specifications,



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proposal preparation, and methods for administering the formal bid/proposal process.

- Ability to manage, train, mentor, evaluate, and supervise the work of professional, technical, and clerical staff engaged in the procurement function; prepare budgets; conduct studies, analyze data, and recommend and implement procedural changes and solutions designed to improve the efficiency and cost effectiveness of procurement; interpret applicable federal and state laws and regulations; keep abreast of current development in the field of procurement; communicate effectively both orally and in writing; act with a sense of urgency when important matters arise and/or are identified.

These minimum qualifications are intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position.

APPLICATION PROCESS:

Interested qualified candidates must submit an application online via NeoGov at:

www.governmentjobs.com/careers/dallas

*** Applications must be complete, including previous salary history and required references. All documents must be attached at the time of submission for consideration. A resume should be submitted as supplemental documentation only and will not be considered as a primary application for the position. Incomplete applications will not be considered. Application must be submitted by the deadline noted on the NeoGov application submission site.**

The City of Dallas is an Equal Opportunity Employer; women and minorities are encouraged to apply.

PURSUANT TO TEXAS OPEN RECORDS LAW, APPLICATIONS AND RESUMES MAY BE SUBJECT TO PUBLIC DISCLOSURE.