



The City of El Paso, Texas

invites your interest in the position of

Director of Purchasing & Strategic Sourcing



Recruitment Services Provided by Ralph Andersen & Associates



An Opportunity to Lead

The City of El Paso, Texas is conducting a national search for the position of Director of Purchasing & Strategic Sourcing. This is an extraordinary opportunity for an experienced, innovative procurement expert with a proven and verifiable track record with complex projects and smart city initiatives. This position is a key member of the City's leadership team, and typical duties include guiding and supporting the procurement strategy for centralized purchasing activities for the City. Successful candidates must have a proven track record of building teams and implementing best practices. The Department has a 2022 adopted budget of approximately \$1.7 million and a very capable staff of twenty-nine authorized full-time positions. If you are looking for an extraordinary opportunity to make a difference in one of the best run and progressive Cities in the United States while enjoying an exceptional quality of life, the City of El Paso is the place for you!

The City of El Paso – A Great Place to Live, Work, and Play

The City of El Paso was incorporated in 1873, and spans over 255 square miles. Located at the confluence of two countries, the United States and Mexico; and three states, Texas, Chihuahua and New Mexico, the City of El Paso serves just under 700,000 residents. The City of El Paso is the 22nd largest city in the United States and the 6th largest city in Texas.

As part of the largest binational metroplex in the Western Hemisphere, the City of El Paso serves as the epicenter to a global, cultural and economic population of 2.5 million people. Among the fastest growing metropolitan areas in the nation, the City engages in systemic processes, empowering effective planning and increasing efficiency in order to be ready to respond to emerging changes. The City's organizational culture embodies the relentless spirit of the El Paso Strong mantra through a proactive commitment to providing a supportive workforce environment, empowering the organization to take care of the community through continuous improvement of service delivery, supporting a high quality of life and place for the community.



The City of El Paso – A Great Place to Live, Work, and Play *continued*

Despite its big city stature, El Paso was named the second safest city in a “50 Safest Metro Cities in America – 2017” report published by SafeWise. El Paso is also home to Fort Bliss, the fastest-growing U.S. Army installation in the United States and a vital part of the City’s economy. The city is proud to be home to Texas Tech University Health Sciences Center, the only four-year medical school located on the U.S./Mexico border. The City of El Paso holds several prestigious awards associated with being a high performing government. In 2018, El Paso was listed as having the 2nd Fastest Employment Rate (Bloomberg.com) and in 2020 the city received the Achievement of Excellence in Procurement *for the 7th consecutive year* by the Texas Public Purchasing Association. The Purchasing and Strategic Sourcing Department received the Best in Texas Award (Govtech.com – 2018). Known as a big city with a small-town feel, the City of El Paso is the ideal destination with something for everyone, offering its own distinct pride and character.

The City of El Paso is affectionately known as the Sun City by many of its residents and visitors, and it is easy to see why. Its charm and multiple assets include its location at an elevation of 4,000 feet in the foothills of the Franklin Mountains and more than three hundred days of sunshine per year. Known widely for its proximity to Mexico, with its beautiful mountains and rich cultural heritage, El Paso boasts the largest wilderness park in the United States. El Paso is a land of great natural beauty and a great place to work, live, and raise a family. With its exceptional quality of life, El Paso has a wealth of outdoor and cultural opportunities, including various parks and recreational activities.



City Government

The City operates under a council-manager form of government, which combines the strong political leadership of elected officials in the form of nine City Council members, including the Mayor. The current Mayor, Oscar Leeser, assumed office on January 5, 2021. The Council enacts ordinances and resolutions, adopts the annual budget, reviews, and approves the annual comprehensive plan, conducts public hearings, and establishes policy. The City Manager reports to the City Council and is responsible for the execution of the policies established by the Council and the day-to-day administration of the City. The City has an adopted FY 2022 annual General Fund budget of \$1.064 billion with \$596.4 million in operating and is supported by a capable full-time staff of approximately 6,423 employees. El Paso is recognized as a leader among many growing cities in Texas with an excellent City Council and a talented, cohesive management team. The city is a high-performance organization that offers a team-focused environment and commitment to excellence in public service. El Paso is on strong financial footing and maintains good bond ratings.

Mission

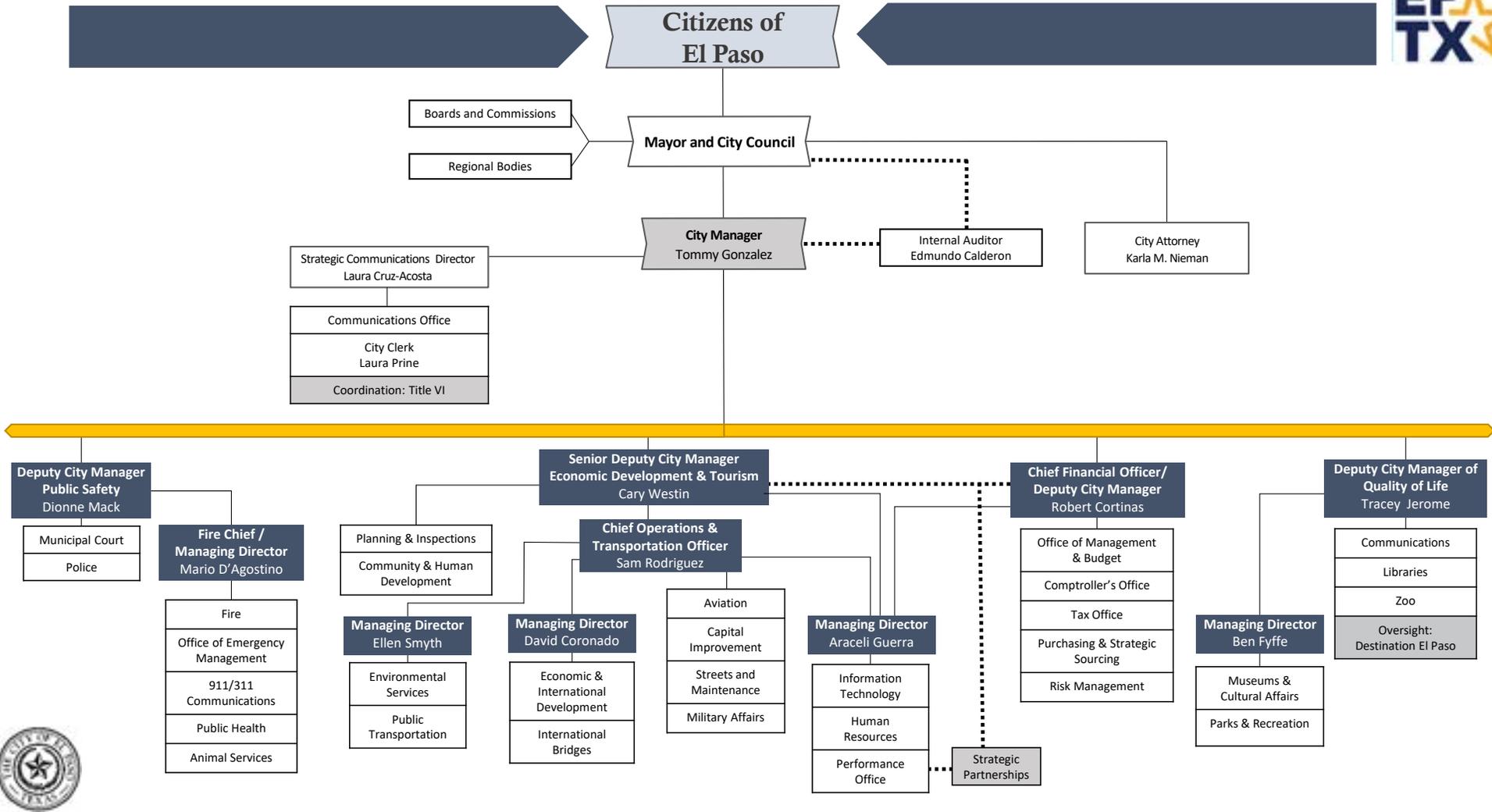
Deliver exceptional services to support a high quality of life and place for our community.

Vision

Develop a vibrant regional economy, safe and beautiful neighborhoods and exceptional recreational, cultural and educational opportunities powered by a high performing government.

Values

Integrity, Respect, Excellence, Accountability, People



The Purchasing & Strategic Sourcing Department

The Purchasing & Strategic Sourcing Department is the primary agency responsible for purchasing and e-sourcing matters for supplies and services necessary for the efficient operation of all City departments. The Department works jointly with the various City departments in developing bid specifications, scopes of work, and is responsible for facilitating the bidding and contract awarding process.

In addition to the above, Purchasing & Strategic Sourcing Department is responsible for monitoring annual contracts, contract administration, issuing and approving purchase orders. The Purchasing & Strategic Sourcing Department also provides internal and external workshops and training relating to contract administration, bid and proposal preparation, and vendor outreach, focusing on clarifying "How to do Business with the City."



The Ideal Candidate

The ideal candidate for Director of Purchasing & Strategic Sourcing will have an entrepreneurial spirit, be forward-thinking, and create a vision for continuing to improve procurement effectiveness and efficiencies for the City of El Paso. Candidates should be high-energy and have solicitation and bid packaging experience for governmental entities, with a particular emphasis on transportation, capital, and infrastructure projects with multiple funding sources. Optimally, the candidate will understand municipal procurement, including all aspects of procurement policies and guidelines; best procurement strategies/practices; proficiency in cost reduction opportunities; and compliance with applicable laws, rules, and regulations. The successful candidate will work with accuracy, a sense of urgency, and timeliness.

In summary, the selected candidate will enjoy working in a fast-paced and sophisticated public sector financial environment with a high energy executive management team committed to the following best practices, organizational values, and competencies:

- Takes responsibility for actions and projects and makes quick, clear decisions, after considering all risks;
- Sets high standards for quality, quantity, and timelines;
- Focuses on customer needs and satisfaction;
- Consistently achieves project goals;
- Collaborates with, persuades, and influences others;
- Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly;
- Identifies problems and determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations; and
- Formulates objectives and priorities and implements plans consistent with the long-term interests of the organization in a global environment. Capitalizes on opportunities and manages risks.

Qualifying Education and Experience

Education: A Bachelor's degree in business or public administration or related field.

Experience: Requires a minimum of six years of professional materials management, purchasing, or procurement experience, including two years of supervisory experience.

Licenses and Certifications: Valid Certification as a Certified Procurement Officer (CPPO) from the Universal Public Purchasing Certification Council within one year following appointment.



Compensation

The established salary range for the Director of Purchasing & Strategic Sourcing is \$103,025 to \$181,324 per year, including an excellent benefits package. Placement within the range is based on qualifications and experience. The City participates in the El Paso City Employee's Pension Fund with an employee contribution of 8.95% and a city contribution rate of 14.05% with vesting in 7-10 years. A full range of leave and insurance benefits is also provided.

To Be Considered

The first review of resumes will take place on **Monday, February 28, 2022**. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter, comprehensive résumé, and six professional references via email to apply@ralphandersen.com. This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile.

Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified.

Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcome.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Texas. Information submitted for consideration may be made available to the public upon request by interested parties, in accordance with public disclosure/open record laws.

The City of El Paso is an Equal Opportunity Employer



www.elpasotexas.gov