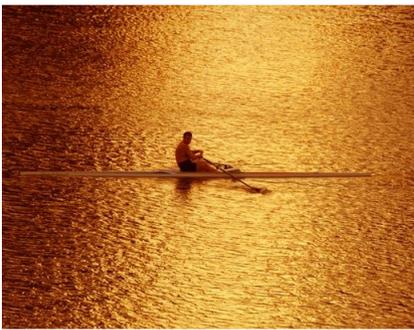


Deputy Procurement Officer



CITY OF AUSTIN, TEXAS





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly experienced and progressive Procurement Executive with a track record of innovative, high-level leadership, and excellent employee engagement to join the City's diverse and high-functioning Purchasing Office.

AUSTIN, TEXAS

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #1 on the Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019) , and ranked in the top ten on Forbes list of America's Best Employers for 2017.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated; where community needs and values are recognized; where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

Austin is a player on the international scene with such events as SXSW, Austin City Limits, Urban Music Fest, Austin Film Festival, Formula 1 and home to companies such as Apple, Samsung, Dell, and Ascension Seton Health. From the home of state government and the University of Texas, to the Live Music Capital of the World and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.



AUSTIN CITY GOVERNMENT

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. The Austin City Council City has a 10-1 council system with an at-large Mayor and Council Members that represent 10 single member districts. The Mayor and Council Members serve in their respective seats for four years and cannot be elected to more than two consecutive terms. The City Council appoints the City Manager who is the chief administrative and executive officer of the City. The City Council and City Manager are committed to their mission of delivering the highest quality services in the most cost-effective manner.

To learn more about the dynamic City of Austin, visit austintexas.gov.

CITY OF AUSTIN STRATEGIC DIRECTION 2023

The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of its Strategic Direction 2023 to guide the City in improving quality of life and civic participation in the Austin Community over the next three to five years. The Deputy Procurement Officer reports to the Purchasing Officer, who is aligned to the Government That Works For All Outcome (Believing that city government works effectively and collaboratively for all of us—that it is equitable, ethical, and innovative). The Deputy Procurement Officer will be responsible for supporting cross-departmental issues and involving external stakeholders as it relates to all six of the Strategic Outcomes. For more information, visit [Austin Strategic Vision 2023](#).

THE PURCHASING OFFICE

The Purchasing Office is responsible for managing the procurement of goods and services for all City of Austin operations. The Office is a division under the City's Financial Services Department.

- OUR MISSION:** We provide procurement; procurement leadership; and procurement support services.
- OUR VISION:** We are a National Best Practices Public Procurement Organization.
- OUR CUSTOMERS:** We serve departments and City leadership, residents of Austin and their elected officials; and current and prospective City contractors.
- OUR VALUES:** We value equity, transparency and integrity, standardization, documentation, and automation, being numbers-driven and results-oriented, honoring our professions and embracing their best practices; professional development and well-being of staff.



THE POSITION

The Deputy Procurement Officer is a new position that will join two existing Deputies within the Purchasing Office. This new position will be responsible for overseeing many of the programs and services within the Procurement Leadership and Procurement Support areas of our operations. Currently, this position will be responsible for approximately 20 or more direct and indirect report employees.

THE IDEAL CANDIDATE

- Extensive government procurement and procurement management experience
- Experience developing procurement regulations, drafting statutes, code, rules, policies, and procedures
- Experience developing and implementing procurement IT systems
- Experience developing and providing procurement training
- Strong written, oral communication, and public speaking skills
- Strong customer service and technical skills
- Ability to translate highly complex technical verbiage into easily understandable language
- In-depth understanding of procurement operations, including the ability to oversee the work of multiple departments
- Understanding of training methodologies and the ability to train others
- Ability to develop and implement long-term organizational strategies
- Experience developing a framework of infrastructure support
- Ability to maintain a strong understanding of regulations while helping enable corporate procurement
- A cohesive leader with the ability to build quality interpersonal relationships throughout the city
- Extensive contract monitoring experience

QUALIFICATIONS

The position requires graduation from an accredited four-year college or university with a degree in Business or Public Administration, or related field plus eight (8) years of experience in a related field, of which two (2) years were in a supervisory or managerial capacity.

A Master's Degree may substitute for required experience up to two (2) years.



DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.
- Supports the Procurement Officer in the management and leadership of the Procurement Office and of the City's larger procurement organization, represents the Procurement Officer as authorized, develops and/or supports the development of strategic and annual work plans, manages staff performance and attainment of all goals and objectives set forth in these plans.
- Directs one or more procurement units composed of management, supervisory, professional, and administrative staff, provides recruitment and hiring, training, recognition and staff development; performance management, coaching and progressive discipline, as well as budget management for assigned units.
- Oversees multiple programs managed by subordinate staff as well as directly manages programs as assigned, develops and maintains policy and procedural knowledge in assigned programs, develops program goals and objectives and strategies, monitors and reports on program performance.
- Performs advisory and technical support services to City leadership, department customers, current and prospective contractors and members of the public on all aspects of the City's procurement activities including procurement cards, delivery orders, purchase orders, informal source selection processes, formal source selection processes, construction-related professional services including alternative delivery methods, master agreements, order monitoring, cooperative contracts, contract management and administration, and category management.
- Oversees multiple department customers managed by subordinate staff, ensures that all staff assigned to customer departments develop and maintain business, operational and contractual dependencies of assigned departments, maintains effective working relationships with management, staff, and key stakeholders of assigned departments, leads or assists in the development of departmental procurement plans, monitors and reports on the performance of departmental procurement plans.
- As necessary, may perform any procurement activity also performed by subordinate staff including buying services, formal and informal source selection, contract management and administration, category and customer management, as well as all advisory and technical support services.

COMPENSATION AND BENEFITS

Salary is commensurate based on qualifications. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit austintexas.gov/department/active-employee-benefits to learn more about the City's employee benefits. Reasonable relocation benefits will be provided to the successful candidate.



APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by March 2nd, 2020 To apply, candidates must complete an online application. [Click here to be directed to the online posting.](#) Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Thomas Birdwell

Thomas.Birdwell@austintexas.gov

512-974-3551

Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance please contact 512-974-3210 or Relay Texas 7-1-1.

