



**NEW CASTLE COUNTY GOVERNMENT
invites applications for the position of:**

Chief Procurement Officer (Non-Union Merit) Pay Grade 34

SALARY: \$80,015.00 - \$124,129.00 Annually

OPENING DATE: 07/21/22

CLOSING DATE: 08/04/22 11:59 PM

IMPORTANT INFORMATION:

In accordance with the Merit System Rules and Regulations, an eligible list, which will be valid for a one-year period and which will be used to fill vacancies during that period, is being established for this classification. Applicants on the eligible list will be certified in accordance with the Merit System and appropriate union contracts.

Candidates may submit online employment applications using the NEOGOV online application system available at <https://www.governmentjobs.com/careers/nccde>.

EXAMINATION PROCESS: The examination process for this posting may include an evaluation of training and experience, a written examination, a computerized exam, an oral board interview examination, a performance examination or any combination of the above in order to qualify applicants for placement on the eligible list. The eligible list will be used to fill vacancies that occur within the next year. The appropriate number of names on the eligible list as prescribed by Merit System Section 26.03.505 will be certified to the hiring department for consideration to fill the vacant position(s).

New employees are generally hired at the starting salary and may be eligible for merit increases each year upon receipt of a satisfactory performance evaluation, up to the maximum salary.

New Castle County is an Equal Opportunity Employer

JOB DESCRIPTION:

GENERAL STATEMENT OF DUTIES: Performs highly responsible administrative and managerial work in a large-scale centralized purchasing and document (electronic and paper) management environment. The duties include planning, organizing, directing, supervising, executing and enforcing county code and purchasing strategies in the acquisition of all professional services, goods, and non-professional services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for managing the activities of and performing central procurement activities as well as activities relating to mail distribution, printing, and records retention for the County. The work in this class involves considerable independent judgment and initiative as well as extensive knowledge of purchasing and records management laws, policies, and procedures. Works closely with the Office of Law in reviewing and resolving bid protests, monitoring legal review cases, developing legislation and code modifications and performing compliance review of change order requests. Works cooperatively with General Managers, the Executive Office and Members of County Council; provides comprehensive responses to constituent inquiries, updates on bid status and awards, and educates on the purchasing laws and policies. Administers the New Castle County Supplier Diversity Program providing assistance and support to small businesses including education and training in the purchasing process and conducts and participates in outreach activities. Work is performed under the general supervision of the Chief of Technology and Administrative Services.

EXAMPLES OF WORK: (Illustrative only)

- Manages the daily operations of Administrative Services including purchasing, mail distribution, printing, and records retention activities of New Castle County;

- Participates in the planning, developing, auditing, and reviewing of procurement and records management standards, procedures, and policies;
- Conducts research of complex procurement issues, recommends strategies and leads in related implementation including the coordination of legislative action;
- Directs the centralized solicitation process; and reviews bid award recommendations;
- Works closely with departments in the development of professional services request for proposals;
- Ensures that all purchases and records management processes are conducted in compliance with applicable laws, policies, and procedures;
- Assists in the management, development, and maintenance of operating procedures for the automation of all procurement activity;
- Authorizes and executes purchase orders and all county contractual documentation;
- Provides council with weekly reporting on the status of bids and emergency purchases, and additional reporting as required
- Manages, supervises and evaluates a staff of professionals and paraprofessionals;
- Administers the Supplier Diversity Program development initiatives, including educational workshops, outreach, vendor registration, and partnerships;
- Develops annual and quarterly supplier diversity reports; creates and monitors departmental performance metrics.
- Manages the County surplus equipment and supplies;
- Leads conflict resolution processes with vendors;
- Investigates department claims of vendor non-performance;
- Reviews and consults with Office of Law on bid protests; Leads all contract negotiations for professional services, goods and non-professional services;
- Oversees the work of the New Castle County Purchasing Review Committee;
- Participates in the annual budget process;
- Provides and presents reports and information to Executive Office and Council as required
- Monitor vendor performance, meets with vendors to resolve irregularities, and establishes corrective measures;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Maintains financial systems procurement data tables as required.
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of business methods, markets and purchasing practices; thorough knowledge and the ability to interpret laws relating to public purchasing with specific attention to governmental purchasing; thorough knowledge of rules, regulations, standards, policies, extensive knowledge of office management practices and procedures; ability to provide professional expertise in the resolution of vendor problems and department concerns; ability to supervise the work of subordinate staff ability to write clear and concise specifications; ability to communicate courteously and effectively, both verbally and in writing; tact and diplomacy in dealing with vendors, department representatives and subordinates; initiative and resourcefulness; ability to draw valid conclusions; professional integrity.

MINIMUM QUALIFICATIONS: At least seven (7) years purchasing experience in procurement of goods and services (professional and non-professional) to include at least one year supervisory experience and possession of a Bachelor's Degree with a preference of major course work in business or public administration or an equivalent combination of professional certifications, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

CONTACT INFORMATION:

Jacquelyn Moore
 Office of Human Resources
Jacquelyn.Moore@newcastlede.gov
 302-395-5161

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/nccde>

87 Reads Way
New Castle, DE 19720
(302) 395-5161

jacquelyn.moore@newcastlede.gov

Position #01402022
CHIEF PROCUREMENT OFFICER (NON-UNION MERIT) PAY GRADE
34
LM

Chief Procurement Officer (Non-Union Merit) Pay Grade 34 Supplemental Questionnaire

- * 1. Do you have at least seven (7) years purchasing experience in procurement of good and services (professional and non-professional)? If yes, please describe your experience in detail.
- * 2. Do you have at least one (1) year supervisory experience in procurement of goods and services? If yes, please describe your experience in detail.
- * 3. Do you possess a Bachelor's Degree with major course work in business or public administration?
 Yes No

* Required Question