



# Chesterfield County, Virginia announces the recruitment for the position of **Director of Purchasing**

A great place to

**live**



**work**



**play**



**and learn**

## Living, Learning, Working and Playing in Chesterfield County

### Strategic Location

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.



Chesterfield County is part of the Richmond/Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the fourth largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 75,000 persons by 2040. As of January 1, 2016, the county had approximately 337,000 residents. About 69.3 percent of the population is White, 22.7 percent is Black or African American, 7.6 percent is Hispanic or Latino, 3.5 percent is Asian and 2.5 percent is classified as "some other race." The median age of a county resident is 38 years.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 206 clear days and 114 days of precipitation (including 10 inches of snow). January has an average temperature of 27 degrees and July has an average temperature of 89 degrees.

### Safety and Security

Public safety is a top priority for Chesterfield. Police, Fire & EMS, Sheriff, and Emergency Communications Center work in partnership to provide a safe and secure community, which preserves the highest quality of life for our residents. Chesterfield County is also proud of its progressive juvenile justice system, which works in conjunction with the criminal justice system, to help ensure public safety while supporting rehabilitation.

Chesterfield is devoted to ensuring the safety and security of the community through prevention, readiness and professional response, which require appropriate public safety staffing levels. The 2016 public safety workforce statistics include:

- Police department has 606 full-time employees.
- Fire & EMS department has 496 full-time employees.
- Sheriff's Office has 259 full-time employees.
- Emergency Communications Center has 75 full-time employees.

The county's public safety workforce is among the best in the nation. Recruitment and retention of quality public safety professionals is an ongoing priority, particularly with 21 percent being eligible for retirement in the next three months.

### Educational Excellence

Education is another top priority in Chesterfield. The county is responsible for its own public school system under the direction of an elected school board. With more than 59,000 students, it is the largest school system in the area and has established innovative, state-of-the-art programs to challenge all students at all levels.

### Financial Integrity and Stability

Chesterfield County is one of fewer than 35 counties in the nation to hold **AAA ratings from all three major bond rating agencies**. This status reflects exceptional management of financial operations and conservative fiscal policies. The Chesterfield County Utilities Department is one of only a few water and wastewater utilities in the nation to have achieved **AAA ratings on its revenue bonds from the three top rating services**. The highest of bond ratings recognizes the Utilities Department's excellent financial profile, low debt burden, manageable capital plan and affordable rates as the keys to the department's success.

The county holds both the **Award for Distinguished Budget Presentation** and the **Certificate of Achievement for Excellence in Financial Reporting** from the Government Finance Officers Association. The FY2017 budget for the county totals \$1.3 billion, with the two largest components of the budget being the county's general fund (\$805.5 million) and the school fund (\$655.7 million). The county's net assets of approximately \$1.8 billion are distributed throughout the county.

## Accessibility

### Transportation and Commerce

Chesterfield County's road system is a model of efficiency and convenience, with the county's main business corridors providing easy access to I-95, I-295, I-85 and I-64. The interstate and beltway system within the county can handle today's traffic flow without the gridlock experienced in other metro areas. The Chesterfield County Airport is the executive gateway into and out of the Greater Richmond area, and business and personal fliers have long preferred the county's



airport for its convenience and personal attention. Also easily accessible is the Richmond International Airport. Rail services, including CSX and Amtrak, are readily accessible,

no matter where you live or work in the county; and, in addition to deep-water industrial sites within the county, the Ports of Richmond and Virginia are within easy reach.

### Digital Community

Chesterfield placed first on the Digital Counties Survey for the third time in the past six years. The county has been named among the top 10 counties nationwide five times in the past six years. This award recognizes Chesterfield's innovation in the use of technology to proactively address resident needs and expectations. As a digital county, Chesterfield recognizes that technology strengthens and connects the community.



### Leaders in Healthcare

Chesterfield County residents have access to exceptional medical care, with leaders in the healthcare and medical research industry. There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

## Caring Community

- With a growing aging population, Chesterfield County recognizes that older adults want to live active and independent lives. The county offers a valuable resource, The Senior Advocate Office, which serves residents, ages 60 and older, their family members and caregivers and provides information and referral services related to aging, caregiving and disabilities. The county is a collaborative partner working with other organizations to meet the needs of older residents.

- The county has a long-term commitment to reinvesting in its older communities and commercial areas to help maintain the vitality and high quality of life known within Chesterfield County. The school-based revitalization approach targets public investment in older schools, as well as supporting capital and community improvement projects in surrounding areas. In 2013, Chesterfield County voters approved a \$304 million bond referendum to support school facility improvements.
- The county has been recognized as one of the 100 Best Communities for Young People because of its efforts to ensure that young people graduate high school and go on to lead healthy, productive lives. These efforts are advanced through the Communities in Schools mentoring program and the Chesterfield Youth Services Citizen Board, which provides young leaders with the opportunity to have a voice regarding youth related issues by planning programs and offering policy recommendations to the Board of Supervisors.

## Life Long Learning

### County Residents

Chesterfield County Public Library (CCPL) is an award-winning 10-branch suburban public library system that annually helps hundreds of thousands of residents transform information into usable knowledge through a hands-on learning approach. This transformative learning experience enables residents of all ages to work with professional staff who provide access to up-to-date material collections in a variety of formats; aid in the use of hands-on, self-service digital resources and networks that allow residents to expand their knowledge base; and assist them in finding and interpreting information. In addition, the county's 10 library branches provide meeting space for hundreds of community organizations every year, and programs and events see over 60,000 attendees. The library also features small business centers, makerspaces, and serves as an important resource in disaster relief and preparedness.

### County Employees

Chesterfield is currently among the leaders of local governments providing in-house development opportunities for 4,256 county government employees and 7,532 schools employees. Investing in the staff's professional development has produced an outstanding workforce that consistently delivers quality services in an efficient manner. Grounded in the county's mission, the Learning & Performance Center provides a wide variety of developmental opportunities to county employees while offering consulting services to enhance organizational effectiveness. Services focus on eight core competencies that enhance career development; reinforce employee performance expectations; drive the business strategy in departments; and encourage continual improvement of services to the residents and other customers of the county.

## Award Winning County

- Chesterfield County received **18 achievement awards from the National Association of Counties (NACo)** in 2016.
- Chesterfield County received **2 achievement awards from the Virginia Association of Counties (VACo)** in 2016.
- In 2014, Chesterfield County achieved a ranking of **22 on Training Magazine’s Top 125** employers in the nation that provide outstanding employee development opportunities.
- In 2012, for the sixth time, Chesterfield County was designated as one of the **100 Best Communities for Young People** by America’s Promise-The Alliance for Youth.
- Chesterfield County received the **Diversity All Star Award** from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004, Chesterfield County was selected as the **17th Best Place to Live in America** by American City Business Journal.
- Chesterfield County received the **Award for Continuing Excellence (ACE)** in 2004.
- In 1994, the county received the **Gold Medallion Senate Productivity Award**.



## Chesterfield County Government

Chesterfield County provides complete local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection. The county contains no incorporated cities or towns. It is divided into five magisterial districts, each of which is represented by one supervisor elected to serve four years.

These officials form the Board of Supervisors, the legislative body of the county. The Board of Supervisors elects a chairman from its membership for a one-year term. The Board appoints the County Administrator, who serves as the county’s chief administrative officer under the board’s direction.

The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs, and overseeing the conduct of the county’s affairs through its appointed administrative officials. County government, as a political subdivision of the state, also assists in the local implementation of state laws and programs.

## Chesterfield County Board of Supervisors



**Steve A. Elswick**  
Chairman  
Matoaca District



**Dorothy Jaeckle**  
Vice-Chairman  
Bermuda District



**Christopher Winslow**  
Clover Hill District



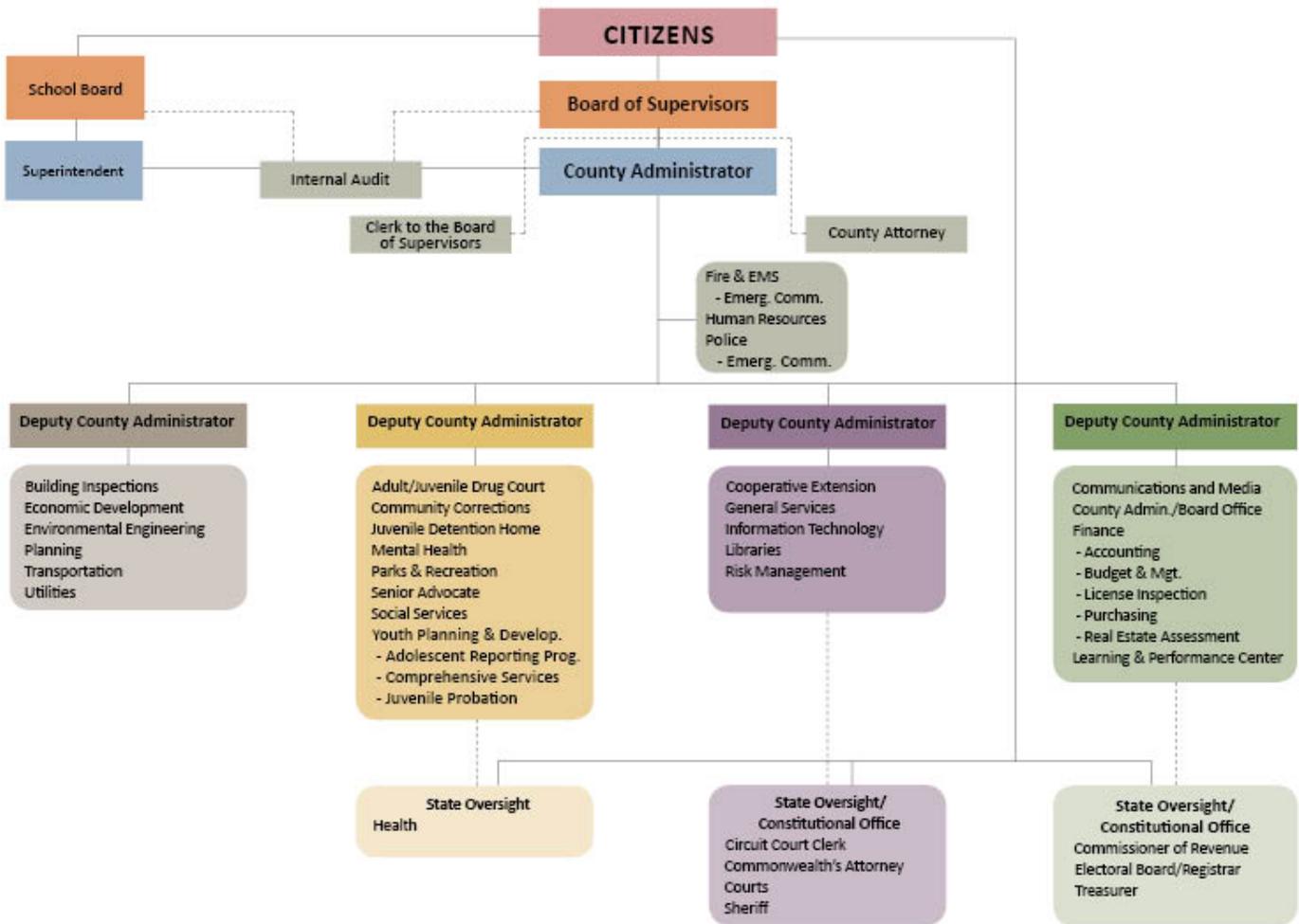
**James "Jim" Holland**  
Dale District



**Leslie Haley**  
Midlothian District

## Chesterfield County Organizational Structure

CHESTERFIELD COUNTY ORGANIZATIONAL STRUCTURE



## Chesterfield County Strategic Plan

### Mission

Providing a FIRST CHOICE community through excellence in public service

### Vision

To be an extraordinary and innovative community in which to live, learn, work and play

### Values

Results, Innovation, Service, Ethics



Model for excellence in government



Safety and security



Economic prosperity and educational excellence



Healthy living and well-being



Thriving communities and environmental stewardship

## The Position

### Director of Purchasing

The Director of Purchasing leads the operations of the Purchasing Department which provides procurement services and guidance for mission critical goods, services and construction for the County and School division. The Purchasing Department employs 20 employees and the director manages a budget of over \$1.7 million. The Purchasing Director will oversee the department by working with County departments and School division staff in the development of specifications, administering contracts, and striving to ensure that all procurement activity is accomplished in an ethical, legal, efficient, effective, and competitive manner. The Director has responsibility for awarding and signing contracts under the delegation of the county administrator and superintendent of schools.

The department's priorities, in alignment with the county strategic goals, include promoting cost savings/avoidance through effective strategic sourcing and competitive procurement practices, initiating outreach programs that explain the process and opportunities to do business with the County and School division, and providing mission critical goods and services for all County departments and the School division in a timely and cost effective manner so the County and School division can meet their mission in supporting the citizens of Chesterfield County. The Purchasing Director reports to the County's Finance Director.

### The Ideal Candidate

The ideal candidate will be innovative, customer-focused, and a collaborative leader with experience in governmental procurement and have a proven record of success in quality and efficient service delivery. The ideal candidate will have extensive knowledge and technical expertise in the Virginia Public Procurement Act, the establishment and management of a cost savings program, and methods to strive to increase opportunities for procurement and contract activities among minority-owned businesses, women-owned businesses, and businesses located in Chesterfield County.

### Professional Skills and Management Style

- Strong management and effective leadership; ability to deliver high quality services in an efficient manner
- Ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the county
- Excellent analytical skills yet creative, with a strong focus on innovation in government or in a complex organization
- Skill in organizing resources, establishing priorities and problem-solving
- Strong commitment to the overall success of the organization
- Think independently and possess a "big picture" vision and strategic perspective
- Fully embrace the county's mission and values
- Effectively manage change by working with all levels of County government and School division
- Self-starter, hardworking, with a results-driven approach to management

### Personal Traits

The ideal candidate for this position will possess these personal traits:

- High integrity and strong sense of ethics
- Excellent interpersonal skills
- Strong communication skills
- Team oriented and consensus builder
- Ability to see "big picture"
- Resiliency
- Proactive in responding to issues
- Positive attitude
- Visionary, global thinker, think creatively
- Ability to develop and sustain effective working relationships with internal and external customers
- Independent judgment and ability to work collaboratively
- Open and candid

### Performance and Expectations

#### Administrative Ability

Ability to plan, organize, direct, coordinate and administer the procurement services and initiatives of the Purchasing Department; effectively report on procurement activities to senior management; participate in legislative and other professional and innovative avenues to enhance the procurement functions; foster cooperative working relationships with department staff, vendors/prospective vendors and members of the business community; develop and maintain effective record-keeping systems and procedures to ensure transparency; organize resources, establish priorities, and problem-solve; maintain continuity of information systems and technologies necessary to carry out the work of the department and for the benefit of users to include internal staff and providers of goods and services; supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

#### Business Specific Skills

Ability to successfully manage work activities and processes in accordance with established guidelines to include the Virginia Public Procurement Act, federal regulations when appropriate based on the use of federal funds, and local ordinances and administrative policies. The director shall maintain transparency of all procurement operations and individual procurement actions to promote confidence in the government acquisition process. The director shall review specifications and terms and conditions in solicitations to ensure open competition and compliance with laws and regulations and execute resulting contracts. The director shall be skilled in successfully managing and understanding complex financial information, a strong working knowledge of market conditions for a wide variety of industries and fiscal management principles and procedures.

### **Human Resource Leadership**

Excellent interpersonal skills with ability to effectively communicate the county's goals to department staff. Must be able to inspire and motivate employees and demonstrate fairness in dealing with staff. Must have demonstrated a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of staff.

### **Customer Service/Community Relations**

Excellent communication skills, including the ability to listen to and communicate with vendors, auditors, media and public; ability to partner and collaborate with local, state and federal entities; ability to maintain cooperative working relationships with County department and School division staff, the business community, and a wide array of vendors; ability to effectively work closely with County Administration and School division to keep them informed on a regular and timely basis of important issues.

## **Future Challenges**

### **Workload**

The director shall be experienced in approaches to manage priorities in a large complex organization utilizing limited resources. Staffing assignments and business practices must be decided to maximize effectiveness. The business practices must also allow for professional development of purchasing employees and for purchasing employees to provide training for customer departments responsible for interacting with the Purchasing Department.

### **Staff Recruitment**

Applicant must have demonstrated recent experience at recruiting and retaining qualified staff with public procurement experience. The department has experienced recent challenges in this area, particularly in recruiting for newly created positions.

### **Transition of School Construction Procurement Services**

The Purchasing Department became responsible for school construction procurement services effective July 1, 2016. With the transition, the Purchasing Department has had to update processes and train new customers, to include staff and vendors, in the proper roles and responsibilities associated with school construction procurement. Going forward, the director will need to complete, monitor, and refine the transition efforts that brought about procedural changes for both School division staff and vendors on school construction projects alike.

### **Cooperative Procurements**

Cooperative procurements can provide a competitive method for contracting. The director shall be able to lead an effort focused on managing a cooperative procurement contracting program. Such a program entails collaborating with departments to assess their procurement needs and educate them on the cost saving benefits of such procurements, assist in the competitive bidding and negotiation processes, as well as inform departments when other contracting methods would be more advantageous.

### **Outsourced Operations**

As part of a continuous review of costs of services, the County and School division periodically evaluate the feasibility of outsourcing operational activities. The director should have experience in analyzing outsourcing opportunities to include risk assessment, formulating appropriate contract terms and conditions, contract monitoring processes and compliance management in partnership with the departments/administrators responsible for making determinations for outsourcing.

## **Qualifications**

### **Education and Experience**

- Bachelor's degree in business administration, public administration, or related field is required; master's degree is preferred.
- Minimum of ten years of progressively responsible procurement managerial and leadership experience, including (5) years of procurement related experience in a senior management capacity in a comparably sized or larger organization. Public sector management preferred.
- Ideal candidate will have excellent leadership and communication skills and proven experience in working in a multifaceted and diverse organization with related responsibilities for multiple functional operations and support services.

## Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will be offered a comprehensive benefits package to include:

- Virginia Retirement System
- Executive Leave Benefit
- Paid Holidays
- Professional Development Opportunities
- Tuition Assistance Program
- Employee Assistance Program
- Deferred Compensation
- Health and Dental Insurance
- Paid Time Off Benefit
- Group Life Insurance
- Short-Term and Long-Term Disability
- Long-Term Care Insurance
- Flexible Spending Accounts

## Application Process

The application deadline date is November 18, 2016 at 5 p.m.

Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

**Mary Martin Selby, Director of Human Resources**  
**Chesterfield County Human Resources**  
**P.O. Box 40**  
**Chesterfield, VA 23832**  
**(804) 748-1551**

**Electronic responses are preferred and should be directed to**  
[executivesearch@chesterfield.gov](mailto:executivesearch@chesterfield.gov)

An extensive background check and pre-employment drug test are required.

An Equal Opportunity Employer Committed to Workforce Diversity

## For More Information

Visit [www.chesterfield.gov](http://www.chesterfield.gov)

