



CITY OF SAINT PAUL
invites applications for the position of

HREEO Deputy Director of Procurement

www.stpaul.gov/jobs

OPENING DATE: 02/13/15

CLOSING DATE: 02/23/15 at 04:30 PM

SALARY: \$39.83 - \$54.17 Hourly
\$3,186.28 - \$4,333.91 Biweekly
\$82,843.28 - \$112,681.66 Annually

JOB TYPE: Unclassified

DEPARTMENT: 09-025 Human Rights and Equal Economic Opportunity

VACANCIES: 1

GENERAL DUTY STATEMENT:

The City of Saint Paul is seeking a Deputy Director of Procurement for the City's Office of Human Rights and Equal Economic Opportunity.

HREEO champions justice and equity by confronting issues of discrimination and providing innovative avenues for accessibility and economic opportunities for all residents and businesses.

The Procurement Division of HREEO strives to be a world class procurement organization for the City of Saint Paul. Procurement ensures that the city uses the best resources available to get the most value for city expenditures.

Information about this position:

This position performs highly responsible administrative and managerial work involving the planning, organization, and administration of a value focused purchasing program for the City of Saint Paul and other governmental entities.

Purchasing program functions include management of resources, the development and evaluation of policies and procedures to ensure compliance with regulatory requirements and business needs, the promotion of supplier diversity, equity in contracting and working with diverse communities, the development of department personnel, approval of contract awards and promotion of contract compliance according to state and federal law and City policy and procedures.

The Deputy Director of Procurement will initiate and provide direction to City managers and supervisors regarding productivity improvements, improvements in technology utilization and cost effective use of supplies, materials, equipment, space and services.

Key competencies:

- Demonstrates an understanding of applicable provisions of federal, state, and local laws and ordinances. Applies that understanding to provide diverse service delivery and resolve complex issues

and problems associated with the work.

- Demonstrates effective leadership of the department by providing effective work direction to subordinate supervisors and employees, by promoting the vision and mission of the department and the City.
- Demonstrates leadership qualities of adaptability, dependability, and accountability to include encouraging staff flexibility, creativity, and innovation in service delivery. Sets expectations and evaluates performance; provides training, coaching, and mentoring; manages employee development; and aligns development with department succession planning strategies.

For more detailed information see the Deputy Director of Human Rights and Equal Economic Opportunity [Job Description](#).

REQUIREMENTS:

A Bachelor's Degree in Public Administration, Business Administration, Human Rights or a related field and four years of experience in the human rights enforcement, contract analysis and procurement, contract monitoring, investigation and enforcement, or capacity building. At least one of these years must include supervision of staff. Experience may be substituted for education on a basis of two years of experience for one year of education.

Preferred Qualifications:

- Master's Degree
- Ten years of knowledge of acquisition methods and techniques, ability to comprehend contract language, ability to develop purchasing policies and procedures, and utilize methods of negotiation
- Spend responsibility in excess of \$100 million per year
- Demonstrated leadership in supplier diversity
- NIGP certification

Information about Benefits:

The City of Saint Paul offers a competitive benefits package which includes:

City Paid Benefits

- Health Insurance
- Vacation/Holidays
- Sick Leave
- Life Insurance
- Deferred Compensation
- Retirement Program

Optional Benefits

- Dental
- Flexible Spending Accounts
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance

For a detailed overview, visit [General Benefits](#).

BY CLOSING DATE, YOU MUST:

Please submit a cover letter, resume, and responses to the following questions by Monday, February 23, 2015 to:

Sandy Kimbrough
Human Resources Consultant
City of Saint Paul
200 City Hall Annex
25 W. 4th Street
St. Paul, MN 55102
Phone: 651-266-6510
HR fax: 651-266-6490
Email: sandy.kimbrough@ci.stpaul.mn.us

1) Describe your experience in each of the following areas:

- a) Procurement and public bidding
- b) Creating opportunities to promote the inclusion of small, women, and minority owned businesses.

2) Describe a procurement project you've led that required significant stakeholder engagement from very diverse perspectives. Include the stakeholders (e.g. communities, staff, clients, other business groups, etc.) and the diversity of opinions or positions they held.

- a) How did you ensure transparency and accountability in the process?
- b) What was the outcome?

SELECTION PROCESS INFORMATION:

This posting is open to anyone who meets the position requirements.

This is an UNCLASSIFIED position and is therefore not governed by City Civil Service Rules.

Final Selection Process: A Hiring Manager will consider applicants placed on the list of eligible candidates. You will be notified if you are invited to participate in the final selection process which may include an interview, job simulation, work sample submission, or other evaluation method.

Information about data you provide: The information you supply will be used to assess your qualifications for this position; to distinguish you from other applicants; and to contact you for an interview. The following information will be considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email address, and home phone number. If you are considered a finalist for an employment vacancy, your name, education, training, and previous work experience will become public data. Private data is available only to you and to other persons in the City who have a bona fide need for the data. Upon court order, data may be disclosed in legal proceedings. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.

Veteran's Preference: If you are a veteran and would like to receive Veteran's preference in accordance with MN Statute 43A.11, you must submit a photocopy of your DD214 preferably at the time of application. Click [here](#) for more information.

The City of Saint Paul is an equal opportunity/affirmative action employer. Women, persons of color, members of the LGBT community, and individuals with disabilities are strongly encouraged to apply.

An Affirmative Action Equal Opportunity Employer

SUBMIT APPLICATIONS AND ADDITIONAL MATERIALS ONLINE:
www.stpaul.gov/jobs

Exam Number# 15-00047
HREEO DEPUTY DIRECTOR OF PROCUREMENT
SK

Office of Human Resources: 651-266-6500
