



**The City of Stockton, California
is seeking a
Procurement Officer**



About Stockton

Located in California's great Central Valley, Stockton has grown from a community with deep agricultural roots to an urban destination with a rich arts and culture scene, fine dining, shopping, sports, recreation, and family activities. With a multi-ethnic and multi-cultural population of over 320,000 residents, Stockton is the 11th-largest city in California. It is centrally located 60 miles east of the San Francisco Bay Area and 45 miles south of Sacramento, offering an easy and scenic drive to numerous world-famous attractions such as Lake Tahoe, Yosemite National Park, and the California Coast. In addition, Stockton has many local natural resources, including the San Joaquin Delta.



Stockton has many beautiful residential neighborhoods along waterways and tree-lined streets, and it offers an affordable cost of living with home prices about one-third the price of Bay Area homes. With its comfortable California lifestyle, Stockton is enriched by the pleasures of metropolitan living without the congestion, overcrowding, and expense. Stockton is the seat of San Joaquin County, where wine grapes have recently become one of the leading crops, transforming the region into one of California's premium wine districts.

Year-round events and activities make Stockton a destination for venues and attractions such as the award-winning Stockton Flavor Fest, the Taste of Jazz Festival, the Haggin Museum, Bob Hope (Fox California) Theatre, Children's Museum, and the Stockton Symphony. The 10,000-seat multipurpose, waterfront Stockton Arena is home to the Stockton Kings – the G-League affiliate of the NBA Sacramento Kings. The adjacent 5,000-seat Stockton Banner Island Ballpark, frequently ranked as one of the nation's top minor league ballparks, is home to the Stockton Ports single-A minor league baseball team – affiliate to the major league Oakland Athletics.



About Stockton City Government

The City of Stockton is a full-service, Charter city with a Council/Manager form of government. The Mayor is elected citywide, and the six Council members are nominated and elected within their respective districts. The City is one of the largest employers in Stockton with 1,790 full-time employees and has a FY 2024-2025 budget of \$955 million.

The City Council directly appoints the positions of City Manager, City Attorney, City Auditor, and City Clerk. All other departments report to the City Manager, including Administrative Services, Human Resources, Community Services (Library and Recreation), Economic Development, Public Works, Information Technology, Municipal Utilities, Fire, Police, and Community Development. Stockton's organizational culture is based on high performance, trust, and collaboration, and the executive management team is characterized by highly skilled, experienced leaders.

About the Administrative Services Department

With 87 budgeted positions, the Administrative Services Department provides vital systems and services administered through six divisions: Administration, Budget, Debt and Treasury, Financial and Accounting Operations, Procurement, and Revenue Services (including Utility Billing).

The Procurement Governing Authority is derived from Article XX of City of Stockton City Charter, City of Stockton Municipal Code, and state and federal requirements. The City Manager is responsible for the review and approval of all contracting items up to \$100,000. For purchases over \$100,000 the City Council is responsible for review and approval. The Procurement Division is responsible for the Citywide operations, including procurement of all supplies and services necessary for the operation of City departments, the centralized document services and high-volume print production and mail services to departments, and

Central and Municipal Utilities Department warehouse.

An objective of the Procurement Division is also to foster good business relationships between suppliers and the City.

In 2017, the City purchased two five-story buildings. In 2022, renovations started after City Council approved making the property the site of the new City Hall. The majority of City Departments are expected to relocate to the renovated buildings later this year.



About the Procurement Officer

The Procurement Officer is an assistant department head position within the Administrative Services Department and serves the role of guiding the City's centralized procurement, contract administration, materials management, reprographics, and mail services. The Procurement Officer leads cooperative efforts to enhance procurement efficiency and supplier diversity on a local, statewide, and national level.

Reporting directly to the City Manager's Office, the Procurement Officer is responsible for spearheading procurement strategies, fostering collaborative relationships with stakeholders, driving innovative solutions, and ensuring ethical practices and personal integrity in all procurement activities. The range for the annual salary of this position has been set at \$144,677.28 - \$184,630.80.

Major Duties

Among the specific duties and responsibilities of the position, the Procurement Officer will:

- Lead Procurement 101 training for all departments.
- Implement a growth-oriented, performance-improvement procurement methodology.
- Meet regularly with the team to discuss and align on important issues and to foster a strong team culture.
- Participate actively in staff meetings and serve as a resource to the department.
- Provide clear direction to the staff of all relevant departments.
- Support the professional development of Division staff through a lens of supportive supervision, education, upward mobility.
- Facilitate a process of making solicitations a more centralized process and less fragmented across multiple departments.

Qualifications

The Procurement Officer must be a highly-skilled individual dedicated to excellence with extensive procurement experience; a deep understanding of industry best practices; and knowledge of local, state, and federal procurement regulations.



The qualified candidate will not only possess exceptional leadership skills with demonstrated ability to lead diverse teams, inspire others and drive results, but also support fostering an inviting and enjoyable work environment. Excellent verbal and written communication skills are essential in order to effectively convey the procurement rules and regulations to diverse audiences.

About the Procurement Officer

One of the goals for the next Procurement Officer is to help the City of Stockton build an award-winning procurement operation. To get there, the ideal candidate will demonstrate the following attributes:

- Knowledge of procurement best practices and the ability to train others in these practices
- Skill in collaborating across departments (from Parks to Libraries) and across all levels (from department heads to rank-and-file employees)
- Passion for both the professional development of individual staff and for performance improvement at the organizational level
- Experience in conflict resolution strategies and skill in resolving issues at the lowest level before elevating.

To Apply

The City of Stockton is partnering with **PoliHire** in the search for the next Procurement Officer. If you are interested in this position, we invite you to apply by submitting a cover letter and resume to stockton_procurement@polihire.com. Please include only your name (Last, First) in the subject line when submitting these materials.

