



## King County Chief Procurement Officer *Recruitment Announcement*

King County's Finance and Business Operations Division is searching for an exceptional leader to serve as its Chief Procurement Officer. Executive Dow Constantine launched a procurement reform initiative to make it easier for firms to do business with King County. The initiative's aim was to make the procurement process more efficient and equitable. The momentum of this initiative continues today and is part of the Executive's goal of being the "best run government."

The Chief Procurement Officer is responsible for all centrally provided procurement services across King County government. The position plays a key leadership role in initiating or continuing improvement projects that will further advance efficiency and equity in the procurement process.

### **ABOUT FINANCE AND BUSINESS OPERATIONS DIVISION (FBOD)**

The Finance and Business Operations Division (FBOD) of Department of Executive Services (DES) provides exceptional customer value for accounting, procurement, treasury, payroll and employee benefits, and small business services. FBOD primarily provides services to other King County agencies and has some services provided directly to businesses and the public. FBOD is comprised of five sections: Financial Management; Treasury Operations; Procurement and Payables; Business Development and Contract Compliance and Benefits, Payroll and Retirement.

To learn more about FBOD and the Procurement and Payables Section, please visit the website at:  
<https://www.kingcounty.gov/depts/finance-business-operations.aspx>.



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## COMMITMENT TO EQUITY AND SOCIAL JUSTICE

As the only county in the United States named after one of the most influential civil rights leaders in our nation's history, Martin Luther King, Jr. County is a vibrant international community with residents that represent countries from around the world. It is a region with increasing diversity that cherishes the artistic and social traditions of many cultures.

King County has a deep commitment to equity and social justice and is seeking a Chief Procurement Officer who understands that as public servants, we are the gatekeepers of our county's policies and services and have a direct impact on whether or not they are equitable and just in practice. The Chief Procurement Officer will have the opportunity to lead employees in innovative procurement practices to advance King County's pro-equity agenda for regional change.

To learn more about King County's Equity and Social Justice Initiative please, visit the website at: <https://kingcounty.gov/elected/executive/equity-social-justice.aspx>.



## ABOUT KING COUNTY (GREATER SEATTLE METRO AREA)

King County has a very strong and resilient economy and an environment where people and businesses can thrive. Located on Puget Sound in Washington State, and covering 2,134 square miles, King County is nearly twice as large as the average county in the United States. With more than 2 million people, it also ranks as the 13th most populous county in the nation.

King County is comprised of 39 cities and is truly an international destination, with over 100 languages spoken in the region and 30 million visitors annually. King County is home to the City of Seattle, suburban cities, small towns, islands, and rural communities, as well as forests, bodies of water, and farmlands.

Cities within King County frequently appear on “Best Places to Live” lists and it is #4 on the Forbes “The Best Places for Business and Careers” List. Many King County communities have highly rated schools, nationally recognized restaurants, vibrant recreation, and numerous cultural opportunities. Housing options range from easy-to-access islands, downtown high-rises, and distinct Seattle neighborhoods to suburban developments that boast walkable amenities.



## KEY DELIVERABLES AND EXPECTATIONS

Reporting to the Finance Director, the Chief Procurement Officer is responsible for providing collaborative leadership and a clearly articulated vision for responsibly managing the daily operations of the Procurement and Payables Section. The Chief Procurement Officer works with division staff, department directors, the County Executive and separately elected leaders, to manage the procure-to-pay value stream.

### *The Chief Procurement Officer:*

- Oversees the day-to-day operations and staff (approximately 60 employees) and serves as a key adviser to executive-level Management on all Procurement and Accounts Payable related issues;
- Directs the development and implementation of strategic goals, vision, workforce management, performance measures, strategies, policies, best practices, and initiatives;
- Directs and shapes systems to promote an organizational culture that supports continuous improvement (LEAN) and embraces equity and social justice for employees;
- Fosters a culture of innovation and sustained change with a strong sense of how to develop and offer new products and services to meet customer requirements;
- Leverages the County's technology and business intelligence systems to drive operational improvements with a focus on performance, measurement, and accountability; and
- Utilizes internal and external resources, technology, and continuous improvement techniques to report metrics, improve processes, create more capacity, and deliver greater value to customers and community.

## THE IDEAL CANDIDATE

For this important role King County seeks a credible, unifying people leader who is deeply committed to the success of the Procurement and Payables Section, is a strategic big-picture thinker and will be able to deliver the level of services that the residents of the County value. Candidates should bring strengths in both external relations and internal management with an ability to balance the two.

## DESIRABLE QUALIFICATIONS

A strong background in purchasing, accounts payable, contracting, or other internal services functions and increasingly responsible management experience within a large multi-faceted organization. Certifications in the procurement or project management fields, e.g., Certified Purchasing Manager (CPM), Certified Public Purchasing Officer (CPPO), Certified Project Manager (CPM), or other related certifications are desirable.



*The preferred candidate will have demonstrated success in the following areas:*

- Sponsoring, overseeing and managing complex projects, especially projects that leverage new technology.
- Managing employee performance including establishing deliverables with clear expectations and focus, while providing positive and corrective feedback.
- Implementing best business practices and customer service improvements.
- Performing complex analysis; preparing technical and high profile reports; preparing and managing budgets, preparing strategic and operational plans.

*In addition the preferred candidate will have the following skill sets:*

- Seasoned leader who is results oriented and knows how to hold others accountable for results. Can manage and provide strategic leadership, including working collaboratively. Can make command decisions when called upon.
- Exhibits excellent people leader skills. Have strategies and ideas to continue to build on a culture of employee engagement which supports the development, learning, coaching, and team building necessary for the workforce of the future. Quickly builds trusting relationships with team members.
- Exhibits maturity and high degree of emotional intelligence when interacting with others. Manages conflicts well. Exercises good judgment consistently and exhibits a calm demeanor during crisis.
- Exhibits strong analytical and strategic thinking skills: seeks to understand root causes of problems before jumping to solutions; good at anticipating and avoiding problems; uses data and metrics to drive decision making; has vision for where to take the organization and has strategy for getting there.
- Excellent presenter and communicator: Skilled at preparing formal reports and written correspondence. Presentations are geared towards audience, with visual graphics and statements to make key points.
- A “customer first” philosophy. Understands that the purpose of procurement is to help meet service needs of the agencies within appropriate legal boundaries.
- Understands and embraces continuous improvement (Lean) concepts, with practical applications being the most desirable. Behaves as coach/mentor with direct reports and teams and encourages them to solve problems, reduce waste, and achieve results that customer’s value.





## APPLICATION PROCESS

Persons interested in this position should submit the following information:

- A cover letter.
- A current resume that reflects the size of staff managed and budget for recent positions.

If you have questions regarding this announcement, please call Marissa Karras at 360-956-1336. This position will remain open until filled but the screening process will move quickly. In order to be considered for the first round of interviews please submit your application materials by visiting [www.karrasconsulting.net](http://www.karrasconsulting.net) and clicking on “view open positions” no later than August 24th, 2018.

King County is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance.

## COMPENSATION

The annual salary range for this position is \$110,356.48 - \$139,883.54 annually. Benefits are among the best in the region and include comprehensive employer-paid medical, dental, vision and life insurance, public employee retirement system contributions, holiday, vacation, executive leave and sick leave.

