



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF SAN ANTONIO, TX

INVITES YOUR INTEREST IN THE POSITION OF

ASSISTANT FINANCE DIRECTOR - PROCUREMENT

THE COMMUNITY

The City of San Antonio is the nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, about 150 miles from the Gulf of Mexico, San Antonio offers its residents one of the country's most attractive and affordable lifestyles. Residents enjoy one of the lowest tax rates in the State, as well as a plentiful supply of high-quality housing and low utility rates.

The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

THE ORGANIZATION

San Antonio has a Council-Manager form of government with a ten-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions except for the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

The City of San Antonio has been recognized for its high level of professional management by the International City/County Management Association (ICMA) and National Civic League, amongst others.

For ten consecutive years, the City has maintained a AAA bond rating. The City has a Fiscal Year 2021 adopted operating budget of \$2.9 billion and close to 13,000 employees in over 30 departments.

The City's Core Values include:

Teamwork: "We work together to make San Antonio better."

Integrity: "We model ethical behavior."

Innovation: "We are driven by continuous improvement."

Professionalism: "We are qualified, skilled and competent."



The City is committed to advancing diversity, equity, and inclusion, primarily through forming a citywide Office of Equity in 2017.

DEPARTMENT OF FINANCE

The Department of Finance oversees the operational and capital finances of the City, a \$2.9 billion municipal corporation. The

Department manages the City's financial assets and resources in accordance with the goals established by City Council and the City Manager, in compliance with applicable laws, principles, rules, and regulations promulgated by regulatory agencies of municipal finance. The Department is responsible for standardization of processes, enterprise-wide, in areas of finance/budget, procurement, and time administration.

The Department, led by the Deputy Chief Financial Officer, has 240 employees and provides a wide range of professional services including Accounting, Financial Management, Purchasing and Central (Mail & Print) Services, Public Utilities, Compliance and Resolution, and Fiscal Shared Services. Additionally, the Department provides financial oversight of the City's Employee Benefits Programs, Risk Management, Fire and Police Pension Fund, and Fire and Police Retiree Health Care Fund.

The Finance Department's mission is to manage the City's financial resources today for a better tomorrow.

THE POSITION

The Purchasing & Central Services Division provides support services to other City departments both centrally and through the usage of shared-services. Responsibilities include centralized procurement of services, supplies, and equipment for all City activities, assistance with preparation of professional service contracts, and printing, reproduction and mail services.

The Assistant Finance Director-Procurement is, under general administrative direction, responsible for assisting the Deputy Chief Financial Officer in planning, directing, managing, and overseeing

the activities and operations of the Finance Department, specifically procurement services for the City. The Assistant Director coordinates assigned activities with other City departments and outside agencies and provides highly responsible and complex administrative support to the City Manager's Office.

The Assistant Finance Director-Procurement reports to the Deputy Chief Financial Officer and has oversight for 64 FTEs. Duties and responsibilities of the position include:

- Assumes management responsibility for all procurement services and activities and recommends and administers policies and procedures. Responsibilities include the procurement of all goods, non-professional services, professional services, and construction services required by the City.
- Assists in managing the development and implementation of department goals, objectives, policies, and priorities for assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
- Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement and assists in directing the implementation of changes.
- Assists in acting as the official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
- Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with employees to correct deficiencies; and assists in implementing and administering disciplinary and termination procedures.
- Assists in planning, coordinating, and directing, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Assists in managing and participating in the development and administration of the department budget; estimates funds needed for staffing,



equipment, materials, and supplies; assists in directing the monitoring and approval of expenditures; and directing the preparation and implementation of budgetary adjustments as necessary.

- Assists in coordinating departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and assists in preparing and presenting staff reports and other necessary communications.
- Assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations regarding the field of public procurement.
- Assists in responding to and resolving sensitive inquiries and complaints from both internal and external sources.
- Assists in reviewing and signing all higher-level department communication, including ordinances and contracts.
- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Assists in assuming client management responsibility for one or more Finance Department divisions as assigned by the Director; directs, monitors, and evaluates the performance of assigned divisions.
- Participates and prepares comprehensive financial and statistical reports; and prepares various financial reports and analyses, as requested.

- Performs related duties and fulfills responsibilities as required.

The Assistant Finance Director-Procurement must have a thorough knowledge of methods and procedures of a large-scale purchasing function, including buying, quality assurance, contract administration, and contract law. The Assistant Director will play an integral role in implementing process improvements, including upgrading the procurement systems.

The City is seeking a talented, progressive leader with a collaborative management style. The selected candidate will lead by example, empower employees, and effectively cultivate an outstanding workforce by developing and managing staff talent. The position requires a high energy level and an ability to operate with significant independence. An innovative and creative individual who can overcome challenges in a face-paced environment is needed.

The successful candidate will be accessible, approachable, and embrace and model the City's core values and promote excellence and customer service. The successful candidate will be a strategic thinker able to resolve complex problems and capitalize on opportunities with creative solutions. Candidates must be intuitive, politically astute, apolitical, and have exceptional communication and interpersonal skills. Must be a person of integrity, able to create a high level of trust and confidence with stakeholders.

Qualified candidates will have a Bachelor's degree from an accredited college or university with major coursework in public administration, business, accounting, contract management, or a closely related field. Candidates must have at least eight (8) years of increasing responsible professional experience in procurement or a financial related field, including three (3) years of administrative or supervisory responsibility. A Master's degree in Business Administration (MBA) or Public Administration (MPA) and procurement certifications such as Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM) are



desired. Prior local government experience is highly desirable. Ideally, candidates should have experience in strategic planning, best practices, performance measurements, intergovernmental relations, and budget development.

COMPENSATION

The City of San Antonio is offering a competitive salary commensurate with experience. The City provides generous benefits and retirement, including annual and personal leave, monthly car allowance, deferred compensation plans, relocation/moving expenses, and participation in the Texas Municipal Retirement System (TMRS).

TO APPLY

If interested in this exciting opportunity, visit www.srnsearch.com to apply. The first review of resumes will occur on October 4, 2021; position is open until filled. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of San Antonio. Candidates will be advised of the status of the recruitment following the selection of the Assistant Finance Director-Procurement. Questions regarding this recruitment may be directed to:

Ms. S. Renée Narloch
 S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000

Under the Texas Public Information Act, information from application materials may be subject to public disclosure. The City of San Antonio is an Equal Employment Opportunity Employer.



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