

The City of Chandler, Arizona

Invites Qualified Candidates to Apply For

Purchasing and Materials Manager



ABOUT CHANDLER – Chandler, one of Arizona’s first master-planned communities, is located in the southeast portion of the Phoenix metropolitan area. With a current population of 242,000, its population is estimated to be 285,000 at build-out which will likely occur within the next ten years.

In its 100-year history Chandler has been transformed from a small farming community to a thriving city with a well-deserved reputation for being a hub of innovation and technology. Former cotton fields now contain diverse high-tech, aerospace, and financial services corporations among others.

Chandler is a young, well-educated, family-oriented community with 40 percent more college graduates than the U.S. average and a median age 12 percent less than the national average. The community is also becoming increasingly diverse in terms of ethnicity, religion, and income.

ECONOMY

Due to its ample affordable land, convenient location along major trade routes, excellent infrastructure, and relatively low cost-of-living, Chandler has experienced fast-paced yet planned growth. The community has earned the title of “Silicon Desert” because of its large presence of high technology companies including Intel, Microchip Technology, and Freescale Semiconductor.

Intel which has been in Chandler since 1980 is the community’s largest employer with almost 12,000 employees making it Intel’s second largest work site in the world. Intel is currently finalizing two major construction projects in Chandler, a \$5 billion fabrication plant and a \$300 million research and development facility. Other current development projects include General Motors’ Innovation Center and OnTrac and NationStar facilities which will create more than 2,000 jobs.

“General Motors Chief Information Officer Randy Mott said, “Chandler is the perfect addition to our overall Innovation Center market strategy, locating in great communities that are on the leading edge of innovation and technology.”

Other large employers in Chandler include Bank of America, Ebay/PayPal, Wells Fargo, and Toyota Financial Services. These businesses and many others have chosen Chandler not only because of its progressive and agile city government but also because of its lifestyle, amenities, and diverse population.

RECREATION, CULTURE, AND LEISURE

With more than 330 days of sunshine each year, Chandler’s climate provides a foundation for a healthy outdoor lifestyle. Seven public and private golf courses exist in the immediate area with 180 more in the Phoenix metro area. Also, large nearby lakes offer boating and fishing. Finally, other outdoor activities such as tennis, swimming, hunting, skiing, hiking, and biking are also easily accessible.



Chandler has a rich cultural reputation. The recently renovated 1,500-seat Chandler Center for the Arts demonstrates the community’s passion for the performing arts and hosts a variety of musical performances as well as various theatre productions. The City has a well-known public arts program which features the Center for the Arts as well as the Vision Gallery and Arizona Railway Museum.

Chandler residents enjoy a variety of shopping and leisure-time pursuits. The Chandler Fashion Mall has 1.3 million square feet of shops, restaurants, and theatres featuring many well-known retailers such as Nordstrom, Eddie Bauer, Williams-Sonoma, and Brookstone as well as many specialty boutique retailers. Also, historic Downtown Chandler offers a unique experience unlike anything in the Phoenix metro area.

Additional information about Chandler can be found at www.chandleraz.gov

CITY GOVERNMENT – Founded in 1912 and incorporated in 1920, the City of Chandler has operated under the council-manager form of government since 1955. In 1965, Chandler voters approved a home-rule charter which provides the city government with more latitude to determine its functions and regulations.

The City is led by a seven-member City Council including the Mayor who are all elected at-large. The Vice Mayor is chosen by the City Council from among its members. The current City Manager has worked for the City for nearly twenty years and was appointed City Manager in 2011.

The City organization has developed a vision, mission, and values to guide its actions. In addition, Chandler VALUES is a customer service and employee excellence program focused on high performance.

Vision

Our vision is to make Chandler a world-class city by delivering outstanding public services, creating a unique community and ensuring an exceptional quality of life.

Mission Statement

We are committed to serve Chandler’s citizens through teamwork, understanding and dedication in a professional and responsive manner.

Core Values

**Commitment
Communication
Diversity
Innovation
Integrity
Personal Responsibility
Respect
Teamwork**

FINANCIAL DATA

The City provides a full array of municipal services and in addition operates the Chandler Center for the Arts, a technology incubator, and a municipal airport. The City has an annual budget of \$804 million and 1,550 FTE's. The City engages in a meet and confer process with five bargaining units for the purpose of contract negotiations with each group's represented employees.

The City is vigorously committed to ensuring its financial health and integrity. For example, the City accumulated a reserve over a twelve-year period designated for designing and constructing the City Hall Complex. As a result this \$70 million project which was completed in 2010 was funded without having to issue debt.

The City's General Fund reserve is currently 78 percent of annual revenues, and its three enterprise funds also have ample reserves. Chandler is one of only 31 cities in the United States to hold AAA general obligation bond ratings from all three rating agencies (Moody's, Standard and Poor's, and Fitch Ratings). The City is on a July 1-June 30 fiscal year.



AWARDS

The City has received many awards in recent years. In 2010, Chandler won the prestigious All-America City Award given to ten U.S. communities annually by the National Civic League. The City received this award for several innovative programs to assist disadvantaged youth.

The City received more than 15 awards for the City Hall Complex design and construction due to its architectural quality and environmentally and pedestrian-friendly features. In addition the project was certified by the Leadership in Energy and Environmental Design (LEED) at the Gold Level.

The following is a list of other recognitions recently received by the City of Chandler:

- *24/7 Wall St.* ranked Chandler #12 of the Best Run Cities in America;
- American Cities of the Future ranked Chandler:
 - #4 of mid-sized American cities of the future for economic potential, and
 - #3 of mid-sized American cities of the future for human resources;
- *The Daily Beast* ranked Chandler 12th of America's Thriving Cities due to its low unemployment, growing population, and burgeoning economy;
- *SizeUp* ranked Chandler #4 of all U.S. cities for technology startups; and
- *Sunny Awards* gave Chandler an A+ designation for its Top Transparency Website.



Finally, as a testament to the City's financial acumen it has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the past 30 years and the GFOA Award for Distinguished Budget Presentation for the past 25 years.

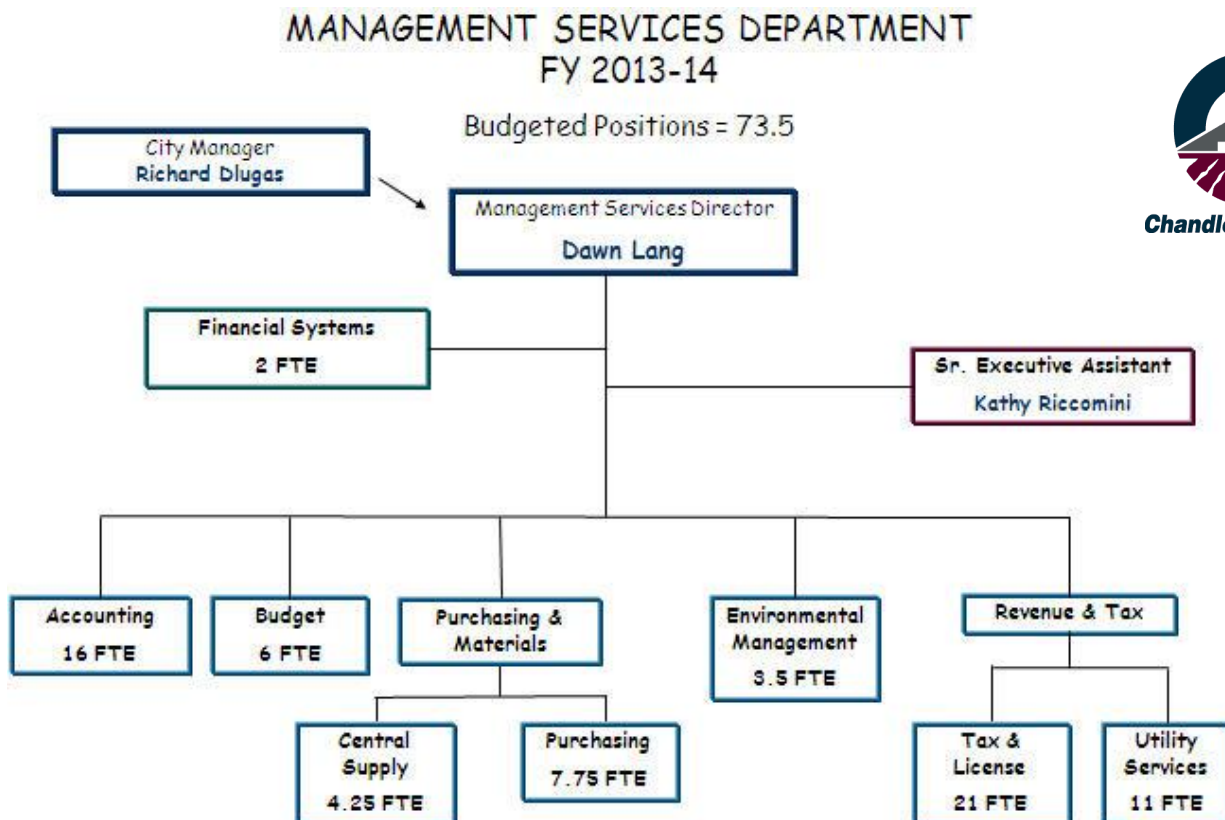
PURCHASING AND CENTRAL SUPPLY DIVISIONS -- The Purchasing and Materials Manager is responsible for the City's Purchasing and Central Supply Divisions with an annual budget of \$1,032,000 and 12.0 FTE's including four Procurement Officers. The Purchasing and Materials Manager has seven direct reports.

The Purchasing and Materials Manager has frequent contact with Department Directors and others regarding the supply, material, and equipment needs of the City and with vendors for procurement. This position is also involved in the daily operations of Purchasing and Central Supply including but not limited to preparing procurement bid announcements and contracts; participating in the development of specifications; and reviewing, evaluating, and approving specifications for issuing and awarding bids.

In recent years several changes related to the Purchasing and Central Supply Divisions have occurred as follows:

- Liaisons with each operating department have been established;
- The limit for purchase of goods requiring City Council approval has been increased to \$50,000 and to \$30,000 for purchase of professional services;
- A local preference policy has been adopted whereby a local sales tax credit is applied during the City's evaluation process to Chandler vendors' purchasing proposals;
- The City's Fleet Division has been transferred from Management Services to the Fire Department; and
- A Fleet Advisory Committee has been created with representatives from all departments including the Purchasing and Materials Manager. The Committee makes recommendations regarding fleet acquisitions.

The Purchasing and Materials Manager is one of five division managers reporting to the Management Services Director (see Department organizational chart below).



ISSUES AND OPPORTUNITIES – The following is a summary of the issues and opportunities to be managed by Chandler’s Purchasing and Materials Manager.



Chandler • Arizona

1. Relationship with City Management and City Council—Management Services staff have worked diligently with City Management and the City Council in recent years to refine purchasing processes and earn their trust. The Purchasing and Materials Manager needs to build upon these positive relationships and be sensitive to the political aspects of the purchasing process.
2. Partnership with City Attorney and Capital Projects Staff—Purchasing has considerable interface with the City Attorney’s Office and Capital Projects staff due to procurement’s legal aspects and Capital Projects responsibility for implementing Capital Improvements Program (CIP) projects. A close working relationship and common understanding among these three entities is needed in order to provide proper guidance to City departments on matters such as determining which procurements should be handled by Purchasing as opposed to Capital Projects.
3. Customer Service to City Departments—Providing guidance to City departments is an essential function of Purchasing including assistance in developing bid specifications. Purchasing must balance the need for creativity and flexibility in meeting City department needs with ensuring appropriate laws and regulations are followed. The Purchasing and Materials Manager needs to be skilled at interpreting “gray areas” in regulations.
4. Cooperative Purchasing—There are various cooperative purchasing opportunities available to the City of Chandler such as the use of State of Arizona bids as opposed to the City directly bidding purchases. Purchases need to be evaluated to determine whether it is in the City’s best interest to use cooperative purchases or bid the purchase directly.
5. Standardized Contracts—The City has developed standardized contracts for goods and supplies, professional services, and information technology purchases. Purchasing needs to take the lead in updating these standardized contracts as doing so will help expedite those purchases.
6. Continuous Improvement—The City of Chandler takes pride in being a forward-thinking organization that uses state-of-art and best practices concepts. The Purchasing and Materials Manager needs to embrace a continuous improvement philosophy by proposing changes to processes, rules, and City ordinances that are in the best interest of the City.
7. Outreach to Business Community—Networking with the Chandler business community is desired so that they can be more informed about how the City’s procurement system functions as well as learn of opportunities to furnish the City with goods and services.

JOB REQUIREMENTS – The minimum job requirements are:

- 1) Bachelor’s degree in Purchasing, Business Administration, or related field;
- 2) At least six years’ experience in a professional capacity involving the procurement of a wide variety of materials, equipment, construction, contractual, and professional provider services with at least two years’ experience in a supervisory or managerial capacity in a government procurement office; and
- 3) Be bondable and be a Universal Public Procurement Certification Council Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO).

Consideration will be given to any equivalent combination of experience and training which provide the required knowledge and abilities.

DESIRED PROFESSIONAL AND PERSONAL ATTRIBUTES

The following are the **desired** professional and personal attributes for Chandler's Purchasing and Materials Manager.

- Effective problem solver with superior organizational skills and ability to multitask in fast-paced environment
- Excellent listener and communicator who conveys complex issues in layperson language
- Technically competent with knowledge about various types of purchasing contracts including real estate acquisitions
- Experience with procurement requirements related to federal and state grants
- Good public presentation skills with experience making presentations to City Councils or comparable groups
- Working manager who is willing to prepare contracts, bid specifications, and other detailed documents both individually as well as with other team members
- Personable and self-confident who tactfully "pushes-back" when necessary
- Ability to exercise sound judgment in identifying opportunities to improve procurement process and knowing which volume and cooperative purchases are cost-effective to pursue
- Experience with purchasing (credit) card programs as City makes extensive use of purchasing cards
- Politically astute with unyielding diplomacy
- Keeps current on industry trends and best practices
- Experience with vendor protest policies and processes
- Appropriate use of humor in the workplace a plus

COMPENSATION

The salary range for the Purchasing and Materials Manager is \$78,828-110,744 with the starting salary dependent on the qualifications and experience of the successful candidate.

The City offers an attractive benefits package including affordable medical, dental, and vision insurance; wellness programs; retirement health savings; deferred compensation; vacation; sick leave; holidays; short-term disability; group life and commuter insurance; and an array of voluntary benefits. The City of Chandler participates in the Arizona State Retirement System.

To Apply:

The position will remain open until filled with the first review of resumes to occur on December 30, 2013. To apply please send your resume and cover letter in a Word format with current salary to pwconsulting@cox.net. For additional information about this job, please contact:

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The City of Chandler is an Equal Opportunity Employer

