

Fulton County, Georgia



FULTON COUNTY

Seeks Committed and Proven Professionals for
the position of:

Director of Purchasing and Contract Compliance





ABOUT FULTON COUNTY

Fulton County lies in north-central Georgia in the foothills of the Appalachian mountains. The warm southern climate produces plentiful hardwood and pine forests, making the area a beautiful place to live.

With more than 1 million residents and a General Fund budget of \$634 million, the County provides a full range of services that includes Fire, Police, Courts and Justice System, Health and Human Services, and General Services and Public Works.

The County is prosperous and growing and continues to attract new residents and businesses to a high-quality and diverse community.

The County encompasses 528.7 square miles and stretches over 70 miles from one end to the other. North Fulton includes the cities of Sandy Springs, Alpharetta, Roswell, and Mountain Park. South Fulton includes the suburban cities of College Park, East Point, Fairburn, Hapeville, Palmetto and Union City. The City of Atlanta lies between them.

Fulton County was formed from DeKalb County in 1853, and then consolidated with Milton and Campbell Counties in 1932. That's why it has such an unusual, elongated shape.

The twentieth century saw Atlanta, and by extension Fulton County, become the leading distribution center for goods and services in the southeastern United States.

It is also a major financial and telecommunications hub. Several prominent corporations, such as AT&T, Coca-Cola, UPS, CNN, Home Depot and Delta Airlines call Fulton County home. Atlanta gained international attention when it hosted the 1996 Olympic Games.



COUNTY GOVERNMENT

Fulton County is governed by a 7-member Board of Commissioners.

Five commissioners are elected by geographic district and two are elected Countywide, including the chair.



Members are part-time and serve concurrent four-year terms.

Responsibilities of the Board of Commissioners include:

- establishing policies for the health and welfare of County residents
- adopting an annual budget for County government operations
- authorizing bond referenda and
- enacting plans for County growth and development.

Fulton County Government is administered by the County Manager. The County Manager implements the Board's policies, prepares the annual budget for the Board's approval, appoints department heads, and supervises the County's more than 6,000 employees.

The County Manager supervises the executive branch of Fulton County Government which includes departments concerned with such vital areas as roads and utilities, public safety, courts, social services, health, planning, business development, and zoning.

Fulton County Job Description

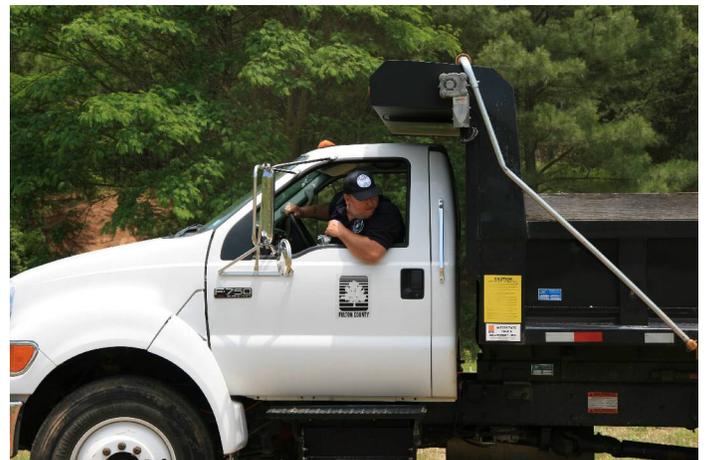
JOB SUMMARY: Performs duties related to directing the overall operations of the Department of Purchasing and Contract Compliance. Responsibilities include managing assigned staff; developing and administering the departmental budget; ensuring compliance with current public purchasing laws, rules, and regulations; and developing and monitoring policies, procedures, and programs related to the Non-Discrimination in Purchasing and Contracting Ordinance (NDPCO). Incumbent maintains a centralized system for the procurement of supplies, equipment, goods, and services within Fulton County Government and establishes the department's mission and vision in alignment with target goals and focus areas identified by the Board of Commissioners.

Summary of Duties:

- Directs the overall activities of the Department of Purchasing and Contract Compliance and maintains a centralized system for the procurement of supplies, equipment, goods, and services utilized by Fulton County Government.
- Manages assigned staff, including establishing workloads; prioritizing work assignments; evaluating employee performance; developing, interpreting, and enforcing policies and procedures; resolving staff issues; making hiring or termination decisions/recommendations; and administering disciplinary action as required.
- Establishes the department's mission, vision, goals, and objectives and ensures that the procurement of required goods and services complies with federal, state, and local laws and guidelines.
- Develops, administers, and monitors Fulton County's Non-Discrimination in Purchasing and Contracting Ordinance (NDPCO) to ensure compliance with program goals.
- Directs the development of outreach certification and other programs to allow maximum accessibility for small and minority businesses to seek and obtain contracting opportunities with Fulton County.
- Conducts and oversees investigations concerning violations of the NDPCO.
- Directs and administers preparation of the departmental budget, including monitoring expenditures, preparing budgetary forecasts, and administering approved budget.
- Analyzes and maintains current information on purchasing trends to ensure that County procurement and contracting activities incorporate and reflect the most recent state and national practices.
- Confers with vendors, association representatives, and departmental customers on purchasing and contract compliance issues, concerns, policies, programs, and services.
- Prepares reports and makes presentations to the County Manager and Board of Commissioners on compliance with County and state procurement and contracting policies and laws.

Minimum Experience, Training and Licensing Required:

Completion of course work equivalent to the academic requirements of a Bachelor's degree in business or public administration, or a related field (*Master's degree in business or public administration or a related field is preferred*); and seven (7) years progressively responsible experience in purchasing, including experience managing procurement operations within a large-scale public sector organization, and experience establishing, administering, and monitoring minority/female/disadvantaged business enterprise and/or small business development programs, plus four (4) years supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Valid State of Georgia Driver's License or proof of mobility equivalent may be requested; *Professional designation as a Certified Public Purchasing Officer (CPPO) issued through the Universal Public Purchasing Certification Council (UPPCC) is preferred*.



ISSUES, PROBLEMS AND OPPORTUNITIUNITIES

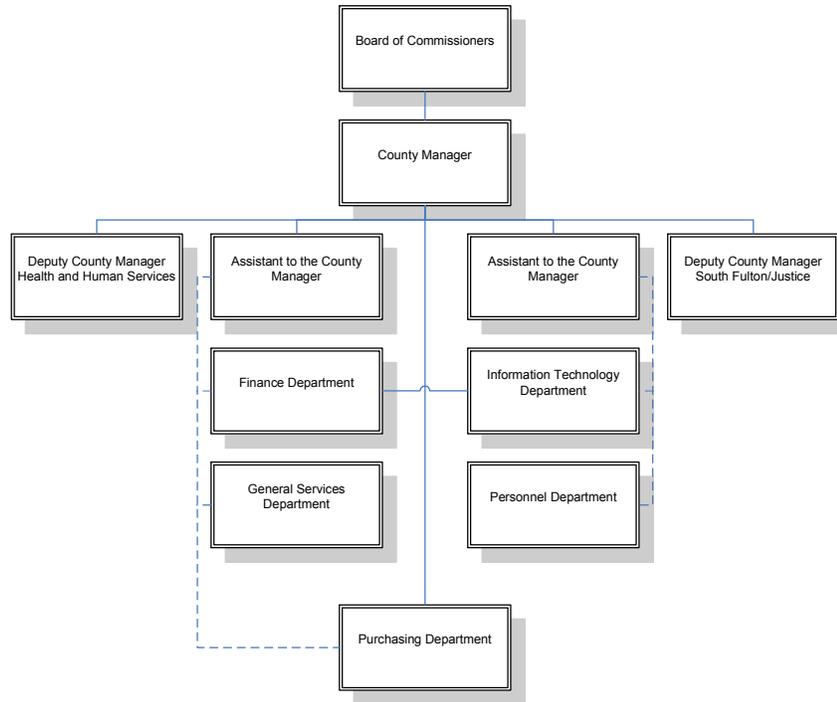
- Purchasing process is antiquated. Director will need to update systems and improve departmental technology.
- Review, modify and develop new purchasing procedures.
- Codify procedures for Board approval.
- Improve staff morale and professional development.
- Current staff is young and wants to be innovative. Manage to allow that process while complying with State law and County regulations.

DESIRED SKILLS AND PERSONAL CHARACTERISTICS

- Ability to manage staff of 42 and departmental budget of \$3.75 million.
- Ability to make presentations to Board of Commissioners.
- Understanding of purchasing laws and procedures.
- Ability to develop bid specifications in a clear and concise manner.
- Ability to develop professional staff and take department to next level of service.

ORGANIZATIONAL STRUCTURE

Fulton County, Georgia



TO APPLY

Please send cover letter and current resume with salary history to:

Sam Trager, Managing Consultant
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
E-mail: slavin@bellsouth.net
www.slavinweb.com

Compensation: The salary range is \$97,205 to \$157,475 and the County offers an excellent benefits package. The position is considered open until filled.

Note: Under Georgia Open Records Laws, all resumes for this recruitment are public documents and will be provided to the media upon request. Please call prior to submitting your resume if confidentiality is important to you.



Visit Fulton County and the Fulton County Purchasing Department on the web at www.fultoncountyga.gov