



Position Profile

Deputy Director of Support Services

Lucas County

Toledo, Ohio

The Organization:

Lucas County (“the County”) is in the Northwestern region of the State of Ohio, has a population of nearly 430,000 and is anchored by Toledo, OH, the county seat. The County has approximately 2800 employees (nearly 1600 employees represented by 5 unions) in multiple divisions that align with major services as well as support functions. For more information on Lucas County please visit <https://co.lucas.oh.us/>

The Position:

Location and Reporting Relationships:

The office of the Deputy Director of Support Services is in the Support Services Department located at 1 Government Center (640 Jackson Street) Suite 480, Toledo, OH 43604. This position reports to the Deputy County Administrator and manages a staff of six (6) including the Procurement Card Administrator, four Purchasing Assistants, and one Mailroom Clerk.

Position Charter:

Under the direct supervision of the County Administrator or Deputy County Administrator, with a department budget of just over \$877,000 and a total spend of over \$221M, this position oversees the purchasing, mail, and telecommunications functions of the county. Responsible for planning, organizing, and supervising the comprehensive procurement and support services functions for the County in compliance with mandated requirements. Ensures that County departments are in compliance with established purchasing procedures and policies. Acts as the County’s Chief Purchasing Agent.

Major Duties and Responsibilities include but are not limited to:

- Coordinates and directs all procurement activities and support services including mail and telecommunications for the Board of Lucas County Commissioners; oversees and manages the general operations of the department; supervises the management level and bargaining unit staff of the department.
- Develops, evaluates, and enforces procurement, purchasing and contract administration policies and programs of the county in accordance with Ohio Revised Code; develops and implements standard operating procedures/training of requisition, purchase orders and other procurement functions and modules of the Oracle Financials system for end-users and county staff; provides guidance to county departments and agencies on purchasing, procurement, and contract administration topics.
- Coordinates and monitors the procurement of goods and services, including the preparation of bid specifications and packets, assisting in the development of Request for Proposal (RFP) and Invitations to Bid (ITB), oversight of contracts, managing the competitive bidding process, reviewing bids for adherence to specifications, processing awards for successful bidders, etc.
- Researches, develops, administers, and improves practices to enhance county procurement/purchasing administration to create efficiencies and cost savings in all functions of the department; interprets the intent of county policies and guidance for use by county officials in developing various components of the County's procurement and contracting program.
- Undertakes special studies and assigns projects relating to the departmental purchasing function (as needed); provides summaries, reports and recommendations based off the project studies; ensures work is performed within the context of county purchasing, procurement and contracting laws and regulations and

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under general administrative direction of the county.

- Responsible to maintain full and final accountability for all matters associated with the purchasing and procurement functions, including determining the work to be performed and the methods used in meeting its goals and objectives; develops and implements policies and procedures; sets purchasing and procurement priorities through long and short-term planning goals.
- Plans, organizes, and directs activities of the division and personnel; coordinates priorities, evaluates performance of department personnel; recommends/develops departmental policy and procedure changes when needed; participates in interviews of prospective employees (as needed) recommends selection for appointment; recommends and administers discipline in accordance with statute and the collective bargaining agreement; makes pay adjustment recommendations; adjusts grievances in accordance with the collective bargaining agreement and administers collective bargaining agreement articles, and approves requests for leave.
- Responsible for the development of programs that enhance minority, female, disabled, veteran, local or small business participation in county purchasing and/or procurement activities and ensure compliance with laws and regulations regarding inclusion programs.
- Develops and maintains relationships with procurement, business, and community stakeholders; provides basic business service assistance to county vendors and members of the public as needed including but not limited to public outreach.
- Implements and operates a county-wide procurement card program including user training, card administration, transaction reconciliation and other duties.
- Prepares the department's annual budget; maintains controls over approved departmental budget as required; approves departmental purchases.

Serves as the department's liaison to various internal and external committees and working groups including but not limited to the ERP Steering Committee.

- Compiles data from a wide variety of sources (vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures and/or monitoring purchasing processes
- Obtains and applies a working-level knowledge of local, state, and federal purchasing, inclusion and other procurement policies, programs, and incentives.
- Develops and implements a vendor and purchasing tracking system.
- Performs all functions required as the County's Chief Purchasing Agent.

The Deputy Director of Support Services will also perform other duties as assigned.

Compensation:

The Deputy Director of Support Services is expected to earn a competitive salary and benefits as provided by Lucas County.

The Candidate:

Education:

Bachelor's degree in finance, business administration, public administration or related field with 5 years of progressive responsible management experience in public purchasing or related experience; or any equivalent combination of training and or work experience which indicates a comprehensive knowledge of Government procurement and purchasing, business mathematics, inventory control, records management, budgeting, buyer training, public relations, supervision and a demonstrable ability to manage; must be able to demonstrate proficiency with word processing, spreadsheet and database applications; willingness to learn an enterprise resource system. Government experience strongly preferred. Experience working in a union environment preferred. Experience with Oracle strongly preferred. Certified Purchasing Manager or Supply Chain certification or equivalent certification preferred. Valid driver's license with driving privileges in the State of Ohio must be obtained.

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Contact:

We fully respect the need for confidentiality of information supplied by interested parties; however, prospective candidates should be aware that any applications or resumes submitted for this opportunity are subject to the Ohio Public Records Act and may be disclosed. Please feel free to call in advance of sending any documents.

The client organization we represent, and WAVERLY PARTNERS firmly support the principle and philosophy of equal opportunity for all individuals, regardless of race, religion, sex, age, national origin, or disability. Lucas County is an Equal Opportunity Employer and provides a Smoke-free and Drug-free Workplace.

A full position profile will be provided to interested candidates. Please contact either consultant at WAVERLY PARTNERS, the executive search firm retained by Lucas County on this search by emailing:

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