



**DIRECTOR OF PURCHASING**  
**SAN BERNARDINO COUNTY, CA**

Recruitment Services Provided By





## The County

Located in the heart of Southern California, San Bernardino County thrives on the diversity of our communities that offer families affordable housing with access to excellent schools, and community resources, including libraries, parks, hospitals, and international airports. The County provides a safe, clean, and healthy environment with access to a variety of business and shopping opportunities, as well as cultural and educational enrichment opportunities through museums, theater, and higher education, including California State University, San Bernardino, University of Redlands, and Loma Linda University.

The County encompasses over 20,160 square miles of diverse geography and climate that includes snowcapped mountains, flowering deserts, pristine valleys, and lakes. The County's prime location allows for easy access to Southern California's premier beaches, resort destinations, and major metropolitan centers. The County has a population of over two million residents and is comprised of 24 incorporated cities and towns.

The County is the largest county in the contiguous United States by area, has 20,000+ full time employees and manages an annual budget of approximately \$10.6 billion. It is comprised of 42 departments and agencies, which are staffed by dedicated public service professionals who provide a wide range of vital services. The County's organizational culture is defined by four pillars: value, innovation, service, and vision.

The County is governed by a full time, five-member Board of Supervisors, who, working through the Chief Executive Officer, Luther Snoke, the County Administrative Office, and a workforce of dedicated public service employees, are committed to sustaining a vision of a "complete county that capitalizes on the diversity of its people, its geography, and its economy to create a broad range of choices for its residents in how they live, work, and play."

# The Department

The Purchasing Department encompasses four divisions: Purchasing, Printing Services, Mail/Courier Services, and Surplus Property and Storage Operations. Purchasing includes procurement, contract administration, and vendor management, while ensuring compliance with County policies. Printing Services delivers high-quality, cost-effective print materials using advanced technology. Mail/Courier Services streamline the movement of internal and external correspondence. Surplus Property and Storage Operations manages the responsible disposal of County assets and maximize returns through the sale and repurposing of surplus property. Through these various functions, staff provides strong customer service, ensures compliance with policy and legal requirements, manages supplier relationships, and cultivates a business-friendly environment to promote local economic development. Essential values are customer service, partnership, innovation, ethical and fair conduct, professional standards, and transparency in the fulfillment of the department's duties.

Except for Purchasing, the divisions are all Internal Service Funds (ISF) and operational costs are financed through Board-approved rates. Unrestricted net position available for each fund at the end of a fiscal year is carried over to the next fiscal year. Any excess or shortage in unrestricted net position is reviewed and incorporated into the rate structure for the following fiscal year.

- **Purchasing** - Purchasing supports departments' and countywide procurement needs, contract administration and compliance, the County's procurement card program operations, and vendor management. This includes managing the County's electronic procurement system. Relationships are built and strengthened by holding outreach events and hosting informational sessions and training events to educate vendors on County business procedures and requirements. Specialized training for County departments is conducted, focusing on strategies to maximize procurement value, and to educate departments on effective contract negotiation and bid evaluation techniques.
- **Printing Services** - Printing Services offers a comprehensive range of high-quality print production materials, designed, printed, and finished using the latest printing technology. Services include the production of business cards, NCR forms (carbonless forms), brochures, flyers, wide-format posters, and various promotional materials tailored to meet customer needs. In addition to traditional printing, Printing Services specializes in large-format printing for banners, signs, and other display materials to support marketing and communication efforts.
- **Mail/Courier Services** - The Mail/Courier Services division offers interoffice mail delivery and mail handling services, including expedited shipping, discounted postage, overnight services, international mail service, certified mail delivery and confirmation, and Express and Priority letters and flats. The division operates nine courier routes, six postage meter stations, and a certified mail post.
- **Surplus Property and Storage Operations** - Surplus Property and Storage Operations manage County storage and excess property by internally reallocating used items to departments, distributing equipment to approved community-based organizations, and contracting with auctioneers and recyclers. This includes detailed reporting as required under County policy and state law.

The Department has over 70 employees with a fiscal year 2025-26 Operating Budget of \$20,546,000. For more information, visit [Purchasing](#).

# The Opportunity

San Bernardino County is seeking a Director of Purchasing to provide visionary leadership for a high-profile department that serves as a critical engine for operational success across the organization. This position is appointed by the County Chief Financial Officer and top areas of focus will be:

## Core Procurement Expertise

- **County-Level Procurement:** Deep understanding of public sector procurement guidelines, specifically at the county government level.
- **Contract Mechanisms:** Proficiency in managing cooperative agreements, non-competitive justifications, and conducting fair, transparent Request for Proposals/Qualifications (RFPs/RFQs).
- **Policy & Compliance:** Ability to understand and interpret laws and County policies to ensure strict adherence to rules and regulations.
- **Process Improvement:** A track record of being innovation-driven, with the ability to identify and implement operational efficiencies.

## Strategic Leadership & Governance

- **Visionary and Transformational Leadership:** Ability to develop a long-term vision that aligns with County leadership, supports adherences to rules, regulations and transparency, while fostering innovation and a positive team culture.
- **Technical Oversight:** Advanced analytical skills to identify and evaluate strategies for the various divisions in the department, helping to advance the department's goals.
- **Political Acumen:** The ability to navigate differing departmental views and represent the County with professional confidence and transparency.

## General Management & Collaboration

- **Operational Management:** Strong interest and skill in general management, overseeing day-to-day personnel, departmental budgets and divisions with varying responsibilities and scope.
- **Stakeholder Negotiation:** Ability to represent the County in complex negotiations with external consultants and service providers.
- **Cross-Functional Partnership:** A collaborative "sounding board" approach to working with other directors and departments, ensuring a cohesive organizational strategy.
- **Culture & Mentorship:** Proven ability to build rapport, support staff during organizational transitions, and foster a stable, high-performing team culture.



PURCHASING



## The Ideal Candidate

The Director of Purchasing for San Bernardino County is a sophisticated leader who seamlessly blends high-level political acumen with a practical, visible, and hands-on approach. The ideal candidate will be polished, credible and confident when presenting to elected officials, the community or vendors. The selected candidate will be a "present" leader—one who is active within the department and known as a strategic, solutions-oriented problem solver. By maintaining a fair and transparent presence, the Director must be capable of standing behind difficult decisions while navigating the differing perspectives of various County departments with poise and professional confidence.

Beyond technical oversight, the selected candidate must be a collaborative partner who views each of the divisions in the department with a high-level customer service approach. The Director acts as a sounding board for staff and stakeholders alike, fostering an environment where feedback is welcomed and creative solutions are encouraged. This leadership style is rooted in the "importance of people," ensuring that staff remain motivated and the department continues to move forward even when navigating complex "gray areas" of policy and procedure.

Strategically, the Director arrives with a deep understanding of county procurement and the analytical skills to manage complex situations. While the role requires strict adherence to rules and the enforcement of established policies, the ideal candidate possesses the critical thinking skills to resolve issues. By balancing this "by-the-book" integrity with a kind and engaging mentorship style, the Director ensures the County remains a leader in operational excellence and efficient resource allocation.

# Minimum Requirements and Desired Experience

## **EDUCATION/CERTIFICATION**

- Bachelor's degree in a relevant field.
- Possession of a Certified Purchasing Management (C.P.M.) certification or ability to obtain C.P.M. within three years of hire.

## **EXPERIENCE**

- Five (5) years of purchasing experience within a complex organization, which included three years in a management capacity, or (5) five years of progressively responsible management experience within a government agency, including responsibility for program administration, budgetary/financial analysis, and/or procurement/contract activities. Budget oversight experience should exceed \$20 million annually.

## **PROFESSIONAL DESIGNATIONS & CERTIFICATIONS**

- Certified Purchasing Professional (CPP)
- Certified Professional Purchasing Manager (CPPM)
- Certified Public Procurement Officer (CPPO)

A combination of relevant experience, education, and training that provides the necessary knowledge and skills may be considered.

Highly qualified candidates will have experience in managing in a union environment. Candidates from both the public and private sectors will be considered.



## Compensation

The base salary range for the Director of Purchasing is **\$148,158.40 - \$209,913.60**. The County provides a 4% salary differential above base pay under its Modified Benefits Option, which enhances leave accruals and increases the compensation base used for retirement contributions, deferred compensation plans (RMT, 401(k), 457(b)), and leave cash-outs.

In addition to a competitive salary, San Bernardino County offers an excellent benefits package such as:

- Retirement Benefits – participation in the San Bernardino County Employees’ Retirement Association, 401k (with 2 for 1 match, up to 8% of the base salary) and 457(b) deferred compensation (with County contribution 1 times employee contribution, up to 1%), retirement medical trust (with County Contribution based on service hours).
- Medical and Dental Insurance for the employee and eligible family members with premium subsidies. County paid Vision Insurance for the employee and eligible family members. FSA pre-tax account for qualified health care expenses with up to \$40 County match per pay period.
- Leave Provisions – Vacation (80-160 hours per year with cash-out option), Administrative Leave (80 hours per year with cash-out option), Sick (3.69 hours per pay period), Holidays (14 plus 1 floating per year), Bereavement (3 days per occurrence), and Perfect Attendance Leave (Up to 16 hours).
- Additional Programs – Short & long-term disability, County paid basic term life insurance, Supplemental Term Life Insurance, AD&D Insurance, FSA, DCAP, 529 Savings Plan, Combined Giving, Commuter Services, Employee Discounts, Wellness Program, and Employee Assistance Program, Tuition Loan Repayment (up to \$10,000 for eligible loans).
- Mobile phone allowance
- Car allowance

More detailed benefit information is available.



## How to Apply

Please apply **on-line** by **May 29, 2026** at:

<https://www.alliancerc.com/>

For questions, inquiries or candidate recommendations, please contact:

Sherrill Uyeda  
[suyeda@alliancerc.com](mailto:suyeda@alliancerc.com)  
(562) 901-0769 x 331

Wes Herman  
[wherman@alliancerc.com](mailto:wherman@alliancerc.com)  
(562) 901-0769 x 337

EEO/ADA: San Bernardino County is an **Equal Employment Opportunity (EEO)** and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

ADA Accommodation: If you have a disability and require accommodations in the testing process, submit the **Special Testing Accommodations Request Form** ([Download PDF reader](#)), within one week of a recruitment filing deadline.

Veterans' Preference: Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points.