



# CHIEF OF PROCUREMENT





**York County**, is seeking an experienced professional to serve as its next Chief of Procurement. The successful candidate will be responsible for the administration and supervision of the Procurement Division, overseeing purchasing for both York County government and York County School Division. Working on behalf of the County Administrator, the Chief of Procurement operates under the general supervision of the Finance Director.

This recruitment profile provides background information on the community, its governmental operations, and its aspirations. It also outlines the qualifications, experience, and characteristics determined to be necessary and desirable for successful performance as the Chief of Procurement.

**Qualified candidates are encouraged to submit a cover letter, resume, and professional references** to Jennifer Whistleman via email at [Jennifer.whistleman@bgllc.net](mailto:Jennifer.whistleman@bgllc.net). While the position is open until filled, review of candidates will begin February 3, 2025, however, highly qualified candidates may be invited for interview at any time. Inquiries relating to the Chief of Procurement position may be directed to:

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## COMMUNITY BACKGROUND

York County is located along the York River in southeastern Virginia and is one of the state's oldest and historically significant counties. York County is in the heart of the Historic Triangle, which includes Jamestown, Williamsburg, and Yorktown, making it a key area in the story of America's colonial past. Established in 1634, the county seat of Yorktown was a bustling and prosperous 18th century seaport, but it is most remembered as the site where, in 1781, Lord Cornwallis surrendered to General George Washington to effectively end the American Revolutionary War.

This rich history is celebrated in permanent and special exhibits at numerous historical parks and sites across the county, including the Colonial Historical National Park and the American Revolution Museum at Yorktown.

This position offers an excellent opportunity to work in a scenic community that offers a high quality of life and a reasonable cost of living. York County's diverse economy, affordability, and award-winning schools makes it one of the most desirable places to live in the mid-Atlantic, and in Virginia, York County currently ranks #1 in Best Counties to Live (Niche).

## LOCATION & TRANSPORTATION

Along the southeastern coast of Virginia, York County stretches 27 miles from Williamsburg to Hampton and covers 106 square miles. Located in the coastal plain region, York County is characterized by its more than 200 miles of coastline along the York River and Chesapeake Bay.

York County is a growing community in a strategic location, with easy access to major airports, roads, and waterways. Sitting just south of Williamsburg, the county is 20 minutes from the Port of Hampton Roads and less than one hour from major cities including Richmond and Virginia Beach. York County residents and businesses are located within 45 minutes of three (3) international airports, and a well-developed interstate system is reached through the County's four major interchanges.



## ECONOMY AND ECONOMIC DEVELOPMENT

York County's strategic location, strong economic infrastructure, and business-friendly policies have led to a diverse and thriving local economy. Tourism is an integral part of York County's economy. Major attractions such as Great Wolf Lodge, Water Country USA, the American Revolution Museum at Yorktown, and the historic Yorktown Battlefields, all attract visitors from around the world.

In addition to being a major tourist destination, the county is also home to major military and healthcare facilities. York County is home to several large and important military facilities located along the York River. The Naval Weapons Station Yorktown was originally established during World War I and now includes the formerly separate Cheatham Annex Supply Complex. Camp Peary, a 9,000-acre U.S. military reservation, was established during World War II as a Seabee Training Base and is located in York County near Williamsburg, Virginia.

Major county employers include Naval Weapons Station Yorktown, York County School Division, U.S. Coast Guard Training Center, York County Government, Sentara Williamsburg Regional Medical Center, and tourist attractions including Water Country USA and Great Wolf Lodge.

## EDUCATION

With multiple award-winning schools and some of the highest student achievement scores in the state, it is no surprise that York County School Division is recognized as one of the best public-school systems in Virginia. The system's 10 elementary schools, four (4) middle schools, four (4) high schools, and 1 charter school, serve over 13,200 students. In 2024, York County School Division ranked third among Virginia's 120 school districts in Niche's Annual Best Schools ratings, making it the preferred residential location for many of the area technology, academic, and medical professionals.

York County also offers proximity to superb higher education institutions. The College of William & Mary is located one mile from the York County border, and Christopher Newport University in Newport News is within 14 miles, which both offer nationally recognized undergraduate and graduate programs. In nearby Hampton, the Virginia Peninsula Community College offers two-year and college transfer programs into many different career pathways.



## HEALTHCARE

York County offers numerous professional healthcare options to its residents. It is home to Sentara Williamsburg Regional Medical Center, a Certified Primary Stroke and STEMI Center, and offers a full range of medical care from emergency heart catheterization to all-inclusive obstetrics care. It is Magnet recognized, which is the nation's highest honor for excellence in nursing.

## ATTRACTIONS

York County uniquely blends both historical and modern-day attractions, offering its residents a wide variety of recreational and outdoor activities to connect with family and friends. Travel back in history at the numerous historical sites and museums, including Colonial National Historical Park and the American Revolution Museum at Yorktown. Outdoor enthusiasts will appreciate the numerous public parks, designated bikeway paths, and beautiful public beach. Historic Yorktown's mile-long pedestrian Riverwalk is the perfect place for casual strolling or serious power walking. Anglers can enjoy the free public fishing pier that is open year-round.

York County offers full-service hotels, bed and breakfasts, and camping. There are several family-friendly resorts, including Great Wolf Lodge which features an indoor water park. Challenge the family to a competitive game of miniature golf at Pirate's Cove or spend the day at Water Country USA, the Mid-Atlantic's largest water park offering live entertainment, shops, restaurants, and rides. Our area is also home to several craft breweries including Alewerks and The Virginia Beer Company. You'll find something for everyone!

## DEMOGRAPHICS

The population of York County is 70,952 (2023) and the median household income (2022) is \$105,154. Primary population demographics include White (68.1%), Black/African American (13%), Hispanic (7.3%), and Asian (6.1%). The median value of owner-occupied housing is \$414,600 (2022).



## COUNTY GOVERNMENT

York County is governed by an elected Board of Supervisors that establishes policies for the administration of the County. In addition to a high-performance staff, the Board of Supervisors is assisted in achieving its mission by a highly engaged and connected citizenry. There are hundreds of community volunteers that serve as Board appointees on various committees and commissions, with tens of thousands of volunteer hours recognized every year for time given to County programs, services, and events. The community is enriched by the work of these generous residents.

The Board of Supervisors sets policies for the administration of county affairs. The Board consists of five members, each representing one of the county's five districts, elected to serve four-year terms by voters in their respective districts. The Board's strategic priorities include:

- Exemplary Public Safety
- Excellent Educational Opportunities
- Value-Driven Economic Development
- Maximizing Outstanding Communications and Customer Service
- Environmental Stewardship with a Focus on Resiliency
- Quality Technology Investments

The Board of Supervisors appoints a County Administrator, who serves as the chief administrative officer, overseeing the County's daily operations and workforce. The County Administrator is responsible for preparing and managing the annual budget, implementing the fiscal policies set by the Board, providing administrative support to the Board, and representing the County in regional initiatives.

County departments and agencies include Human Resources, Fire and Life Safety, Finance, Community Services, Emergency Communications, Information Technology, Economic & Tourism Development, Library, Public Works, Planning and Development Services, Social Services and Constitutional Offices of Treasurer, Commonwealth's Attorney, Clerk of Circuit Court, Commissioner of the Revenue and Sheriff's Office.

York County has approximately 1,100 full-time equivalent (FTE), part-time equivalent (PTE) employees, and work-as-required (WAR) employees at various times throughout the year. York County has a FY2025 Adopted General Fund budget of \$188 million; a Special Revenue Funds budget of \$16.9 million; a Debt Service Funds budget of \$21.9 million, a Capital Project Funds budget of \$17.2 million; an Internal Service Funds budget of \$29 million; and Enterprise Funds budget of \$23.9 million.





## CHIEF OF PROCUREMENT RESPONSIBILITIES

Serving on behalf of the County Administrator, the Chief of Procurement is an integral member of the management team. The position reports directly to the Finance Director and is responsible for planning, organizing, and directing centralized procurement activities for York County and York County School Division. Essential functions include:

- Prepares complex commodity specifications and performance conditions to elicit competitive pricing for a variety of commodities and services; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; negotiates, as appropriate, and awards purchase contracts to vendors meeting rates and conditions most favorable to interests of the County and School Division.
- Plans, implements, and maintains purchasing and distribution policies and procedures for County and school departments; prepares and distributes proper forms and instructional memorandums to department heads; provides department heads with information on alternate and new products and methods, as appropriate.
- Prepares memos and resolutions for procurements requiring Board of Supervisor approval.
- Serves as the administrator of the Purchase card program for both the County and the Schools.
- Plans, assigns, and supervises activities of purchasing division personnel, ensuring that staff receives orientation and training required for assigned positions; advises and assists assigned staff, as necessary.
- Assigns requisitions to Buyers; reviews IFBs and RFPs developed by Buyers for requisitioned goods and services; resolves problems or discrepancies, as necessary.
- Develops and administers purchasing division budget; assists other departments in developing budget proposals.
- Administers the Surplus property program.
- Performs other related work as required.

## PRIORITIES

The County has identified the following priorities for the next Chief of Procurement for the first six (6) months:

- Understand County Policies and Procedures:
  - o Learn procurement policies, county code and compliance requirements.
  - o Review budgets, purchase authorization levels and reporting protocols.
- Build Internal Relationships:
  - o Meet with key stakeholders; departments, schools, county attorney and other stakeholders.
  - o Establish rapport with team members.
- Evaluate Current Procurement Processes:
  - o Evaluate procurement staffing.
  - o Identify inefficiencies or bottlenecks in current practices and identify process improvements.
- Set Improvement Goals:
  - o Examples include cost savings, supplier lead times, and improved quality standards.
  - o Develop strategies for sustainable procurement or cost optimization.
- Implement Quick Wins:
  - o Renegotiate contracts where feasible.
  - o Address any immediate supply chain issues or gaps.





## DESIRED KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive analytical skills, expert judgment, and a commonsense approach to addressing daily challenges.
- Excellent communication and interpersonal abilities, including the ability to listen and interact effectively with vendors, staff, department heads, and County and school officials.
- Ability to establish and maintain effective working relationships with stakeholders, the public and others in the business community.
- Ability to create and sustain a professional environment in which vendors desire to conduct business with the County at competitive prices with service levels that are beneficial to the County.
- Ability to evaluate, initiate and/or improve operational and management processes, as needed.
- Comprehensive knowledge of financial and management controls. County at competitive prices with service levels that are beneficial to the County.
- Comprehensive knowledge of the various grades and qualities of a wide variety of materials, equipment, supplies, and services used by the County and School Division.
- Comprehensive knowledge of laws pertaining to public purchasing, as well as knowledge of accepted purchasing principles and practices.
- Comprehensive knowledge of modern management principles and practices.
- Thorough knowledge of computers, software programs, procurement-related systems, and other forms of technology.

## QUALIFICATIONS, EDUCATION, & EXPERIENCE

- Any combination of education and experience equivalent to a bachelor's degree in business or public administration, or a related field.
- Five (5) to seven (7) years of progressively responsible experience in governmental or school purchasing, with three (3) years of supervisory experience.
- Procurement certification from a nationally recognized professional organization, with emphasis in public sector purchasing preferred.
- Experience with Enterprise Resource Planning and/or automated procurement software is preferred.

## COMPENSATION AND BENEFITS

Compensation for the Chief of Procurement is dependent on qualifications and experience with a preferred hiring range of \$95,000 - \$110,000 annually. Additionally, York County is offering a generous benefits package, to include:

- Up to 80 hours of advanced leave
- Relocation costs up to \$7,500
- Participation in the Virginia Retirement System (VRS)
- Health insurance coverage
- Paid time off
- Professional development support, including an degree reimbursement program
- Other benefits provided for all County employees





## APPLICATION PROCESS

This position is open until filled. A timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter, resume, and professional references by February 3, 2025, to Jennifer Whistleman, via email at [jennifer.whistleman@bgllc.net](mailto:jennifer.whistleman@bgllc.net); however, highly qualified candidates may be invited for interview at any time. Questions may be directed to:

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For additional information about York County, please visit [www.yorkcounty.gov](http://www.yorkcounty.gov).

York County is an Equal Opportunity Employer