Mohave County was formed in 1864 as one of the four original counties of the new Arizona Territory. A five member Board of Supervisors, elected by district on a partisan basis for a four year term, governs the County.

The Board appoints the County Manager, who is responsible for the overall management and administration of County operations. The management structure also includes the following elected officials: Assessor, County Attorney, Clerk of Superior Court, Recorder, School Superintendent, Sheriff, Treasurer, seven Superior Court Judges, five Constables and five Justices of the Peace.

Mohave County has natural beauty, a great climate, dry desert air and open spaces. There is an abundance of recreational areas and historic sites.

The Mission of Mohave County is to serve its citizens through the effective management of resources and the promotion of cooperation among communities, in a visionary manner that enhances the lives of those served.

The Community

With over 13,400 square miles, Mohave County is the second largest county in Arizona and the 5th largest in the United States. Situated in northwestern Arizona, it borders Utah, Nevada and California and contains elevations from 500 to 8,400 feet above sea level. Mohave County is a rapidly growing county and has 203,030 full-time residents according to the 2013 census.

Most residents live in one of the four incorporated cities: Kingman (the County seat), Bullhead City, Lake Havasu City, or Colorado City. Mohave County has over 1,000 miles of fresh water shoreline along the Colorado River and its lakes include Mohave, Havasu and Mead. Boating, jet skiing, water skiing, fishing and white water rafting opportunities abound.

Wilderness areas are a short drive in any direction within the county. Campers, hikers, mountain bikers, rock hounds and horseback riders have easy access to scenic trains, hidden creeks, hot springs, and beautiful southwestern vistas.

Laughlin, Nevada, is right across the Colorado River from Bullhead City, providing easy access to gaming activities, entertainment and nightlife. Las Vegas, Nevada, is only 90 minutes from Kingman, across Hoover Dam.
The Procurement Department is responsible for the procurement and management of materials, services and construction, and disposal of materials for all County departments and divisions. Procurement staff assist departments with the act of purchasing, renting, leasing, or otherwise acquiring any supplies, services, or construction; including all functions that pertain to an acquisition, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. The combined functions of purchasing include inventory control, traffic and transportation, receiving, inspection, storekeeping, salvage and disposal operations. Employees with the department are expected to adhere to County Policies, Mohave County Procurement Code, Arizona Revised Statutes and federal law.

In July 2019 the Mohave County Procurement Department received the Achievement of Excellence in Procurement Award from the National Procurement Institute. Mohave County was one of only 12 agencies in Arizona, and one of only 42 counties in the United States and Canada, to receive the award in 2019. The 2019 award represents the 14th year that Mohave County Procurement Department has received the award.

The Ideal Candidate

The importance of this position requires that the Procurement Director be an experienced leader with excellent communication and administrative skills and is proficient at developing relationships and consensus. The new Procurement Director will become an integral part of the County’s management team and will be expected to take a leadership role in managing the County’s shared vision. The candidate shall have executive knowledge of the methods of public procurement and applicable laws, rules and regulations governing public procurement.

The ideal candidate shall possess a Bachelor’s degree in purchasing, business or public administration, or related field and preferred to possess a Certified Professional Public Buyer (CPPB) Certification, or Certified Public Purchasing Officer (CPPO) Certification.

The candidate must have three (3) years of increasingly responsible technical experience in large scale buying, contract administration, specification writing or related professional procurement responsibilities, and two (2) years previous experience in a supervisory or managerial capacity in a government setting procurement office.

Any equivalent combination of education, experience, and training which provides knowledge, skills and abilities may be considered in meeting the minimum qualifications.

Serious candidates should also have the skills to provide the vision and leadership to implement cutting-edge services and technologies, a leader who excels at building partnerships, empowering staff, and collaborating with other elected officials, departments and agencies.
PROCUREMENT DIRECTOR

Mohave County, Arizona

Compensation and Benefits

The current salary range for this position is $82,264—$127,650 annually, depending on qualifications.

The County offers a very competitive benefits package that includes:

- Medical
- Dental
- Vision
- Arizona State Retirement System
- Section 125 Flexible Benefit Plan
- Deferred Compensation
- Paid Time Off
- 11 Paid Holidays
- Life Insurance
- Employee Assistance Program

Application and Selection

To be considered for the position of Mohave County Procurement Director, please submit an employment application online and include a resume and cover letter indicating your interest to Mohave County Human Resources Department.

For on-line access to additional information on this position, please visit our website or contact the Human Resources Director: ken.cunningham@mohavecounty.us

Lake Mead is the largest man-made reservoir in the United States. Formed by Colorado River water impounded by the Hoover Dam, the lake extends 112 miles (80 km) behind the dam, holding approximately 28,500,000 acre feet (35.2 km³) of water.

For more information and to apply for this position, visit http://www.mohavecounty.us/

This position is open until filled.