The County of Santa Clara
Invites applications for
DIRECTOR OF
MATERIALS MANAGEMENT
An Executive Leadership Career Opportunity

THE POSITION
The Director, Materials Management, is an executive leadership position that reports to the Chief Executive Officer, Santa Clara Valley Medical Center. The Director is responsible for leading, supervising and coordinating operations of the Materials Management Department and its activities, including Supply Logistics, Laundry/Linen, Receiving Services, Forms Management and Product Management Divisions of the Santa Clara Valley Health and Hospital System.

County of Santa Clara
70 West Hedding Street, San Jose, CA 95110
The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.
THE HEALTH SYSTEM

The County of Santa Clara Health System and staff throughout the County Health System (Santa Clara Valley Medical Center, O’Connor Hospital, Saint Louise Regional Hospital, Federally Qualified Health Centers under hospital license, Behavioral Health, Custody Health, Public Health, Emergency Medical Services) and VHP is the local healthcare safety net and provider of comprehensive care, service, and programs to the residents of our county. The County of Santa Clara Health System will continue to improve the patient and customer experience, maximize the value of the services and care we provide, and improve the health of the community. We are committed to Better Health for All. The County of Santa Clara’s Health System Mission: Dedicated to improving the health and well-being of communities in Santa Clara County. To learn more about the County of Santa Clara Health System, CLICK HERE

OUR MISSION

Santa Clara Valley Medical Center is dedicated to the health of the whole community. It is our mission to:

• Provide high quality, cost-effective medical care to all residents of Santa Clara County regardless of their ability to pay.

• Make available a wide range of inpatient, outpatient and emergency services within resource constraints.

• Maintain an environment within which the needs of our patients are paramount and where patients, their families and all our visitors are treated in a compassionate, supportive, friendly, and dignified manner.

• Support a setting within which quality medical education and professional training are conducted for the welfare and benefit of our patients and community.

• Sustain a workplace which recognizes and appreciates our employees and allows employees to realize their full work potential.

At Santa Clara Valley Medical Center we conduct ourselves and provide services following our organizational values that are at the heart of who we are.

MINIMUM QUALIFICATION

A qualified candidate would typically possess education and experience equivalent to a Bachelors’ degree in Public or Business Administration or a closely related field with emphasis on material or logistical management; and a minimum of five (5) years recent managerial level experience in hospital materials management.

KNOWLEDGE AND EXPERIENCE

Some of the knowledge and abilities acquired through education and experience include:

Principles of organization, administration, management of a healthcare system necessary to plan, organize, direct, manage and evaluate materials programs, administrative policies and staff; Health care and hospital material management systems; Administrative problems involved in the operation of a complex, modern health care organization; Principles, practices and techniques of administration, organization, budget preparation, personnel management, affirmative action, labor relations, counseling, supervision, training and development, financial administration, and public relations; and Current materials management information systems.
CHALLENGES AND OPPORTUNITIES

- Timeliness of procurement process to acquire critical items.
- Multiple stakeholder engagement necessary to make sound decisions on procuring items efficiently and cost effectively.
- Workflows to ensure accountability in supply chain process, including timely authorization and vendor payments.

DESIRABLE CHARACTERISTICS

The ideal candidate must be:

- Patient service oriented
- Inclusive and open-minded
- Supportive with a can-do approach
- Accountable and compliance oriented

ORGANIZATIONAL CHART

Hospitals and Clinics Health Delivery System
ABOUT THE COUNTY

Santa Clara County, sometimes referred to as “Silicon Valley,” is unique for its geographic attractiveness and social diversity. With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work.

The County’s population of is 1.92 million the largest in Northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoys access to all of the attractions of the San Francisco Bay Area. The elected Board of Supervisors establish policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than $9 billion. It adopts ordinances that affect unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County substantial responsibility and authority. Under this charter, the Board appoints a County Executive to administer County Government. Santa Clara County is the third largest employer in Silicon Valley with approximately 22,000 employees.

RESOURCES

Santa Clara County Website  www.sccgov.org
San Jose Neighborhoods  www.sanjose.org/neighborhoods
Housing  www.scaor.com/housing-stats
Schools  publicschooldirectory.sccoe.org
San Jose Convention and Visitors Bureau  www.sanjose.org
Santa Clara County Parks  www.parkhere.org
About Santa Clara County  www.sccgov.org/sites/scc/pages/about-the-county.aspx

Santa Clara County is made up of people from diverse cultures, nationalities, and racial groups. Over 100 languages and dialects spoken. A large percentage of the population in the County was born outside of the United States.

Much like the communities it serves, the County of Santa Clara’s workforce is also highly diverse, with an ethnic distribution that closely approximates that of the county as a whole. Additionally, the County’s workforce is widely distributed across age groups, with employees ranging from 18 to 80. This wide range provides the County with diverse perspectives and allows for better representation across the many generations we serve.

Reference: US Census
It is anticipated that this recruitment will close Sunday, September 27, 2020

To qualify for this exceptional opportunity, please attach the following along with your online application:

- Responses to the online supplemental questions
- Résumé
- Letter of interest explaining why you are the ideal candidate, including specific examples from your experience.

Thorough referencing and a background investigation will be conducted once mutual interest has been established. Prior authorization from the finalist will be obtained by Executive Services. This recruitment requires the submission of an online application. Click Here to apply. Or visit www.sccjobs.org/ExecRecruitment

The filing period may be extended further or closed as early as 10 days from the issue date if necessary. Please monitor our website for updated closing information.