

Procurement Director



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Local Lifestyle

Nestled in the lush southern tip of Texas, Brownsville offers a unique and enriching lifestyle for those seeking professional fulfillment within a vibrant, welcoming community. Known as one of the safest cities in Texas, Brownsville provides an exceptional quality of life with a relaxed pace, warm climate, and a rich diversity celebrated by its residents.

Education is a top priority in Brownsville, with an impressive range of options from elementary through post-secondary levels. The Brownsville Independent School District and the nearby University of Texas Rio Grande Valley (UTRGV) underscore the city's commitment to academic excellence, supporting families and creating an environment conducive to long-term professional and personal growth.

For those who appreciate a blend of outdoor adventure and cultural engagement, Brownsville's location is truly unique. Residents and visitors alike can explore the local Gladys Porter Zoo, renowned for its rare and exotic species, where one of these veterinary positions will be based. Just a short drive away, the pristine beaches of South Padre Island offer stunning views and lively coastal activities year-round. Wildlife and nature enthusiasts can also enjoy Sea Turtle Inc., a highly regarded conservation center, and a network of trails perfect for bird-watching, hiking, and outdoor exploration.

Brownsville's culinary scene reflects its cultural diversity, showcasing the best of Tex-Mex and international flavors at a variety of dining establishments, from casual local eateries to refined restaurants. For those seeking plant-based options, the city offers several vegan-friendly establishments including Sweet Craft Vegan, an all-vegan bakery, renowned for its delicious conchas, donuts, and oatmeal cream pies and Veggie Del Sol that provides a cozy atmosphere with a variety of plant-based dishes, including cauliflower wings and enchiladas. This fusion of flavors and traditions mirrors Brownsville's inviting atmosphere.

With considerable economic growth fueled by investments in education, technology, and healthcare, Brownsville is a thriving city with ample opportunities for long-term professional success and community engagement. Brownsville is more than just a place to work; it's a place to build a meaningful career in a city enriched by natural beauty, deep community connections, and cultural depth.



Population
186,999



Median Income
\$46,743



Median Home Value
\$280,000

Workplace Culture

The Procurement Director will work under the leadership of Deputy City Manager and Chief Financial Officer, Alan Guard, an innovative leader with extensive experience in local government. A firm believer in servant leadership, Alan fosters a positive, citizen-centered culture and works tirelessly to create a thriving workplace. Since joining the City of Brownsville in 2023, he has prioritized improving employee compensation and benefits, enhancing leadership training and development, and cultivating a work environment that positions Brownsville as an employer of choice in the Rio Grande Valley.

Team Expectations

The Brownsville team is guided by shared principles and expectations that define how employees serve the community and support each other:

Do's...

- Believe public service is a calling and set high standards for performance.
- Respect the City Commission's policymaking role.
- Support employee growth and development.
- Make decisions with a long-term perspective.

Don'ts...

- Use shortcuts or tricks – success is built on hard work.
- Tolerate dishonesty – our work directly impacts lives, leaving no room for spin or deceit.
- Embarrass others publicly – whether staff, Commission, or citizens.
- Ask others to work harder than we do ourselves.

Expectations...

- Open communication and sharing of information to stay informed about challenges and community needs.
- A willingness to take calculated risks, learn from mistakes, and move forward with lessons learned.
- A neighbor-service mindset – prioritizing service to our community beyond a simple "customer" approach.
- The resilience to handle occasional criticism with professionalism and goodwill, without fostering animosity.
- Team members to lead by example, develop future leaders, and embody professionalism.

I Will...

- Create a collegial, positive work environment.
- Actively listen, be present, and hold ourselves accountable.
- Uphold the public trust, knowing our "product" is service and our "profit" is community goodwill.
- Stay pragmatically optimistic, adaptive, and focused on solutions.
- Balance tradition with fresh perspectives, attention to detail with big-picture thinking, and work with life beyond the office.
- Attract and retain extraordinary employees who reflect the diversity of our community.
- Approach our work with purpose and professionalism—while remembering to enjoy the journey and not take ourselves too seriously.

This culture of collaboration, integrity, and innovation defines the team's commitment to excellence in public service.

Position Overview

The City of Brownsville is seeking a strategic and detail-oriented leader to serve as the Procurement Director. This role requires a strong understanding of Texas purchasing laws and city procurement procedures to oversee purchasing activities across all departments. The ideal candidate will be responsible for managing contracts, negotiating services, preparing bids and proposals, and ensuring compliance with financial policies and best practices. As a key advisor to city executives and the Commission, this individual will play a vital role in shaping procurement policies, optimizing processes, and maintaining transparency in all purchasing operations.

This position requires a highly ethical professional with strong communication, time management, and customer service skills. The right candidate will be a collaborative leader who can build trust with internal teams, vendors, and stakeholders while driving efficiency and cost-effective procurement solutions. They must be able to analyze and resolve budgetary and administrative challenges, coordinate purchasing projects with department heads, and stay informed of evolving regulations. If you are a forward-thinking professional committed to excellence in public service, we invite you to join the Brownsville team.



What We're Looking For

The ideal candidate will bring a combination of education, experience, and professional certifications that demonstrate expertise in public procurement, contract management, and government purchasing regulations.

Minimum Qualifications:

- Education & Experience:
 - Bachelor's degree plus seven (7) to eight (8) years of experience in procurement, purchasing, or contract management.
 - Relevant experience exceeding eight (8) years may be considered in lieu of a degree.
- Knowledge & Skills:
 - Considerable knowledge of property accountability and general supply procedures.
 - Thorough understanding of business methods, procurement principles, and public purchasing laws.
 - Strong ability to manage competitive solicitations, vendor relations, and procurement compliance in a public sector environment.
 - Proven track record of developing and implementing procurement policies that enhance efficiency, transparency, and cost-effectiveness.
 - Strong analytical skills to evaluate bids, negotiate contracts, and ensure adherence to procurement laws and best practices.
 - Excellent communication and collaboration skills, with experience working across departments and engaging with stakeholders.
- Licenses & Certifications:
 - Valid Texas Driver's License (required).

Preferred Qualifications:

Candidates with advanced credentials and specialized training in public procurement are highly preferred. Preferred qualifications include:

- One or more of the following professional certifications:
 - Certified Public Procurement Officer (CPPO)
 - Certified Professional Public Buyer (CPPB)
 - NIGP Certified Procurement Professional (NIGP-CPP)
- Experience working in municipal or governmental procurement, with a strong understanding of compliance, contract law, and public sector purchasing best practices.
- Demonstrated leadership in developing procurement strategies that optimize efficiency, cost savings, and transparency.

Candidates who meet or exceed these qualifications will be well-positioned for success in this role.

Compensation and Benefits

The City of Brownsville offers a highly competitive compensation package for the Procurement Director position.

Salary Range: \$111,000 to \$156,000 annually (DOQ)

In addition to competitive salaries, Brownsville provides a comprehensive benefits package, including:

- Retirement Plan: Participation in the Texas Municipal Retirement System (TMRS) with a 2:1 employer match at 7%.
- Health Insurance: Comprehensive medical, dental, and vision coverage for employees and their families.
- Paid Time Off: Start with 3 weeks of paid vacation, accrue 10 sick days, 14 city observed holidays with an additional two floating holidays per year, and 6-weeks paid parental leave for the birth of a child.
- Additional Benefits: No-cost care at the Frontier Clinic for employees and dependents under the city's health plan, along with parental leave and longevity pay.



How To Apply

The position is open until filled.

First Review Deadline: 5 p.m. Friday, May 30, 2025

Please email your cover letter and resume in .pdf format to
applyprocurement@clearcareerpro.com

Faxed and mailed submissions will not be considered.

For more information on this position contact:

Michael Boese, President

michael@clearcareerpro.com

[\(877\) 540-5323 Ext. 4](tel:(877)540-5323)

Candidate materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include virtual interviews with the most qualified candidates and final interviews with the City and its representatives. Appointment is subject to completion of a thorough background and reference verification.

RESOURCES

Brownsville City Website: <https://www.brownsvilletx.gov/>

Cameron County Website:

<https://www.cameroncountytexas.gov/>



The City of Brownsville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.