



City of Phoenix

Employment Opportunity
Deputy Finance Director –
Procurement & Contracts

ABOUT THIS POSITION

The Finance Department seeks a strategic, practical, and results-oriented professional to fill the position of Deputy Finance Director to lead the Central Procurement Division. The Deputy Finance Director oversees centralized procurement activities, including procurement, contract, and advisory responsibilities and duties, essential for City operations. This position involves the procurement and contract administration of various goods and services needs and must ensure that all work meets and exceeds legal, ethical, and professional procurement and contract standards.

The Deputy Finance Director over Central Procurement leads a team of over 40 procurement professionals in completing hundreds of procurements and administering thousands of contracts on an annual basis. This position reports to an Assistant Finance Director.

Key Responsibilities:

- Oversee centralized goods and services procurement, contract administration, and advisory activities to support City operations.
- Ensure compliance with all legal and ethical requirements and professional standards.
- Monitor, support, and drive improvement of a large team of procurement professionals.
- Assess and continuously improve procurement, contract administration, and advisory practices and processes.
- Communicate effectively with Finance leadership, City stakeholders, your team, and others as needed to maintain a responsible and productive procurement operation.
- Build and maintain positive relationships with internal and external stakeholders, including customer departments and vendors.
- Utilize a collaborative and strategic approach to create goals and implement improvements in relation to short-term and long-term visions and considerations for Central Procurement.

SALARY

Hiring Range: \$136,489.60 - \$157,040.00 annually.

RECRUITMENT DATES

Recruitment closes July 1, 2026. All materials must be received by 11:59 p.m. on this date.

HOW TO APPLY

[Apply online](#) by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



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Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

REFERENCE

Deputy Finance Director - Procurement & Contracts: Job ID# 62112