

**Title:** Director, Office of Contracts Management and Compliance

**Location:** San Francisco, CA

**Onsite/Hybrid/Remote:** Hybrid

**Organization Type:** Local Government

**Time zone:** PST

**Salary Range/Compensation:** \$183,144.00 - \$233,766.00 (Range A)

**Client:** City and County of San Francisco

### **Company Overview:**

Berkeley Search Consultants has been retained by the City & County of San Francisco to recruit the Director, Office of Contracts Management and Compliance for their Public Health Department. Located on the beautiful California coastline and home to landmarks like the Golden Gate Bridge, San Francisco is one of the most well-known cities in the world. The city has a residential population topping 880,000 and welcomes more than 25 million business and leisure visitors annually. San Francisco is the only city in California with a consolidated city and county government. The City has an elected Mayor (Daniel Lurie) and 11 members of the Board of Supervisors, elected by district.

The Mission of the San Francisco Department of Public Health (SFDPH) is to protect and promote the health of all San Franciscans. SFDPH strives to achieve its mission through the work of multiple divisions - the San Francisco Health Network, Population Health, Behavioral Health Services, and Administration. The San Francisco Health Network is the City's only complete system of care and has locations throughout the City, including Zuckerberg San Francisco General Hospital and Trauma Center, Laguna Honda Hospital and Rehabilitation Center, and over 15 primary care health centers. The Population Health Division (PHD) provides core public health services for the City and County of San Francisco: health protection, health promotion, disease and injury prevention, and disaster preparedness and response. Behavioral Health Services operates in conjunction with SFHN and provides a range of mental health and substance use treatment services.

### **Job Description:**

The Director of the DPH Office of Contracts Management and Compliance will oversee contract development and certification for the Department of Public Health (DPH) and ensures contracts are developed in a timely and compliant manner. DPH utilizes contracted services in excess of \$650 million annually via 830+ contracts, including highly technical professional services contracts and community-based treatment services and programs.

The Director's oversight includes Civil Service Commission authorization process to contract out services, solicitation development and management for all required services, the approval of all waivers and Department MOUs, contract approvals by the Health Commission and Board of Supervisors, all contract certification, and meeting all City contracting requirements. This position will provide direct supervision, conduct contract and related document review and development, track certification status, and lead improvement processes, from development to implementation. The position will have three direct reports, overseeing four distinct units with approximately 50 employees, conducting all phases of solicitation, contract approval, development, and certification. Finally, the Director will provide critical recommendations and strategic direction to resolve issues impacting contract certifications or to identify policy solutions to implement new service areas.

### **The Director of the Office of Contracts Management and Compliance performs the following essential job duties:**

- Supervises the Office of Contracts Management and Compliance Team, including:
  - Ensuring solicitation processes are completed in a timely manner, and providing direct oversight of the solicitation content to ensure services are presented within City administrative and legal guidelines
  - Providing staff training and quality control reviews of staff production

- Troubleshooting and providing accurate and actionable advice to department stakeholders, or identifying problems, and formulating and executing solutions
- Interfaces and serves as a liaison with key stakeholders within the City, including City Attorney, Office of Contracts Administration (OCA), Clerk of the Board of Supervisors, Civil Service Commission, and DPH units (finance, human resources, etc.)
- Develops and makes regular presentations on new or amended contracts to executive leadership, as well as public governing bodies, such as Civil Service Commission, Health Commission and Board of Supervisors, including developing presentation materials
- Participates in Citywide initiatives to develop or update processes and/or policies related to contracting
- Plans, develops, implements and/or directs complex quality improvement projects to improve day-to-day operations through the identification of alternative solutions and/ or approaches for completing the various interrelated processes utilized in the contract certification process across DPH
- Serves as an Operational Manager for the Department's current implementation of a contract lifecycle management system, defining business priorities, validating system design decisions, and ensuring alignment with project goals and organizational objectives

The Director of the Office of Contracts Management and Compliance (0933 Manager V) may perform other duties as assigned or required.

**Education and Experience:**

**Education:** Possession of a baccalaureate degree from an accredited college or university

**AND**

**Experience:** Five (5) years of direct professional experience in a governmental organization overseeing the contract lifecycle of a significant number of contracts, of which three (3) years must include supervision of professionals working in contract administration

**Education Substitution:** Additional qualifying experience may substitute for the degree requirement on a year-for-year basis for up to two (2) years. One year (2,000 hours) of qualifying experience will be considered equivalent to 30 semester units/45 quarter units

*Applicants must meet the minimum qualification requirement by the final filing date unless otherwise noted.*

One-year full-time employment is equivalent to 2,000 hours (2,000 hours of qualifying work experience is based on a 40-hour work week).

**Attractive Factors:**

The Director, Office of Contracts Management and Compliance is a vital position within the San Francisco Department of Public Health and plays a key role in supporting the department's mission. The successful candidate will have the opportunity to make a largescale positive impact one of the largest cities in the State of California.

**Important Note:**

Candidates are encouraged to express interest early in the process. This recruitment is considered open until filled. For first consideration, submit your application by February 16<sup>th</sup>, 2026.

**[APPLY HERE](#)**

Questions? Please contact Berkeley Search Consultants' Vice President, Fulfillment Strategies, Phong Trieu. [ptrieu@berkeleysearch.com](mailto:ptrieu@berkeleysearch.com) or Director, Executive Recruiter Amanda Kreller [akreller@berkeleysearch.com](mailto:akreller@berkeleysearch.com)