



Purchasing Manager





THE ORANGE COUNTY COMMUNITY

Orange County is nestled along the Southern California coast between Los Angeles and San Diego counties. As the third largest populated county in California, the vibrancy of this nearly 800 square mile jewel places it as the thirtieth largest economy in the world. Orange County has 34 cities and five supervisory districts serving a population of more than three million people. A desirable place to live and work, Orange County is known for its ideal weather, recreation, and a wide range of cultural arts. Many of its public and private schools are ranked among the best in the nation. The county also has top rated attractions such as Disneyland, Knott's Berry Farm, pristine ocean beaches, and is the home of major league sports teams, including baseball's Angels and hockey's Ducks.

THE FIRE AUTHORITY

Headquartered in Irvine, California, the Orange County Fire Authority (OCFA) is a Joint Powers Authority (JPA) that serves approximately 2 million residents in a 598-square mile area, with 172,000 acres of wildland. The OCFA was formed on March 1, 1995, transitioning from the Orange County Fire Department to a JPA. The service area includes 24-member cities and the unincorporated areas of Orange County. A 25-member Board of Directors governs the OCFA and includes an elected official appointed to represent each of the member cities and two representatives from the County Board of Supervisors. The OCFA is managed by an appointed Fire Chief who reports directly to the Board of Directors. By pooling resources, the OCFA can purchase additional fire engines and specialized equipment that some cities could not afford on their own. The OCFA does not allocate equipment based on city boundaries. Instead, all members have access to resources, including sophisticated rescue equipment, specialized apparatus, and helicopters.

The OCFA is the largest regional fire service organization in Orange County and one of the largest in California. The OCFA has a staff of approximately 1,480. Of those, 1,200 are professional firefighters and chief officers and 280 are non-sworn support staff working at the Regional Fire Operations and Training Center facility (RFOTC). These personnel provide front-line services, including prevention, education, dispatch, emergency response, and technical and administrative support. Additionally, OCFA Reserve Firefighters staff 9 stations throughout Orange County.



To learn more about the OCFA, go to www.ocfa.org

The OCFA Mission:

We proudly serve the changing needs of our communities by providing exceptional emergency and support services. We pledge a commitment to preserving the quality of life.

THE OPPORTUNITY

Under the general direction of the Assistant Chief of Business Services, the Purchasing Manager is responsible for planning, organizing, and managing the operations and staff of the Purchasing Division. This includes prioritizing and assigning work; conducting performance evaluations; provide employee training, mentoring and support while developing a high performing team-oriented working environment. Additional duties may involve establishing, implementing, evaluating, and modifying purchasing policies and procedures; interpreting applicable laws and regulations pertaining to government procurement practices.

This position administers the bid process in compliance with applicable policies, laws, and regulations; advertises, opens, and receives bids; awards bids; reviews bids, contracts, and purchase orders; negotiates with vendors regarding purchases and payment issues; evaluates vendor performance; corresponds with vendors and internal departments; analyzes performance and workload issues; develops and implements procedure changes; establishes new methods and automated systems in an effort to improve efficiency and cost effectiveness of programs.

THE IDEAL CANDIDATE

The ideal candidate will be confident, dynamic, energetic and an ethically sound manager who can provide effective leadership for the division. The successful candidate will be an engaging team builder and communicator who engenders loyalty among staff. In addition, the ideal candidate must have a proven track record of proactive, hands-on, participative purchasing management experience, and possess excellent written, verbal and interpersonal skills necessary to build successful internal and external business relationships. The ability to think 'out of the box' and provide solutions to complex issues is highly desirable.

Key Competencies and Characteristics:

- » Excellent leadership skills required to inspire staff and create and develop positive working relationships with organizational leadership, and various stakeholders; someone who is willing to listen and able to build trust.
- » Must be creative and solutions-oriented; able to bring innovative ideas to difficult problems or issues.
- » Ability to create a culture of accountability and high performance.
- » Ability to translate technical concepts and effectively message processes and procedures to all levels of audience.
- » Ability to use technology in order to improve efficiencies and best practices.

QUALIFICATIONS

- » Bachelor's Degree in Business Administration, or a related field.
- » Seven (7) years of progressively responsible purchasing experience in a public sector environment.
- » Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- » Certified Purchasing Manager (CPM) is desirable.



SALARY AND BENEFITS

The annual salary for this position is **\$104,436.80 - \$165,921.60** commensurate with education and experience.

An excellent benefits package includes:

- » OCERS (Orange County Employees' Retirement System) – 2% at Age 55 for Legacy Members (with reciprocity) or 2.5% at Age 67 for New Members (PEPRA).
- » Medical Insurance – Managers receive a monthly cash allotment towards CalPERS medical insurance premiums. Any or all remaining funds may be received in taxable cash (\$1,849.78 per month in 2020).
- » Employer-paid dental, orthodontia, and vision insurance for employee and eligible dependents.
- » Optional Benefit Plan – Annual allocation of \$1,900 (pro-rated for mid-year hire) to cover health care costs and other select benefits.
- » Retirement Medical Savings Plan – Defined contribution retiree medical savings plan requires 4% employee contribution.
- » Employer-paid Basic life and accident insurance coverage equivalent to your base salary rounded to the nearest \$10K.
- » Employer-paid short term disability and long term disability insurance coverage.
- » Nationwide Deferred Compensation Plan available.
- » Generous vacation and sick leave accruals and 40 hours of paid annual leave upon completion of new probation.
- » Tuition reimbursement is \$2,000 per fiscal year in accordance with the program guidelines.
- » Employer-paid annual physical examination.



APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date for this position is **Friday, February 14, 2020**. To be considered for this exceptional career opportunity, please submit your cover letter with résumé and a list of five professional references (who will not be contacted in the early stages of the recruitment). Résumés should reflect years and months of positions held, as well as size of staff and budgets you have managed.

Forward to: <https://executivesearch.cpshr.us/JobDetail?ID=606>



Frank Rojas
916-471-3111
Email: frojas@cpshr.us

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the OCFA. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. Candidates deemed most qualified will be invited to participate in a final interview process. Background and reference checks will be conducted after the final round. For additional information about this position, please contact Frank Rojas.