



PURCHASING MANAGER

THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with almost 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.



CITY GOVERNMENT

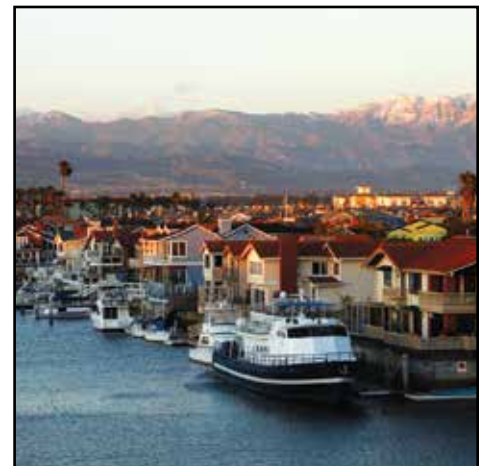
Oxnard is a full-service general law city operating under the council-manager form of government. The City Council consists of an elected Mayor holding a two-year term and six council members elected by district for four-year overlapping terms. Also directly elected are the City Clerk and City Treasurer. The City Council appoints the City Manager and City Attorney. Oxnard has adopted a 2030 General Plan that sets out a vision to guide future development in the City which strikes a unique balance between celebrating its agricultural heritage and continuing to accommodate dynamic growth and change. Oxnard has a current all-funds budget of over \$490 million, which includes the General Fund of almost \$142 million. The City has over 1,300 authorized full-time equivalent positions and an additional 600 part-time seasonal and extra-help employees within 13 City departments and City Council.

THE POSITION

The Purchasing Manager reports to the Chief Financial Officer and oversees the daily operations of the purchasing and contracting functions for the City to ensure that material and service requirements are met in a timely, efficient, effective and ethical manner. The Purchasing Manager provides oversight of all purchases in compliance with the City's purchasing ordinance, procurement policies and procedures and all Federal and State rules and regulations in a centralized purchasing and contracting structure. This includes managing the City's inventory of consumable supplies and managing the logistics operation which distributes materials between City facilities.

Essential Functions include but are not limited to the following:

- Manage and/or execute purchases within a centralized environment, including high dollar value and/or highly complex purchases
- Represent the City in negotiating contracts and formulating policies with suppliers
- Direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies





- Analyze market and delivery systems to assess present and future material availability
- Prepare documents and reports for presentation to the City Council and executive leadership
- Hire, train and oversee the activity of staff
- Coordinate assigned activities to ensure cooperation between department employees for optimal efficiency and effectiveness
- Work with department heads and other City staff to ensure that materials, service, and contractual requirements are met in a timely manner
- Serve as a primary resource for customers, vendors and staff as necessary to interpret City ordinances, policies and procedures, Federal and State procurement statutes, assessing client needs and providing dispute resolution when necessary
- Evaluate, recommend, and develop City-wide purchasing policies and procedures for the implementation of standards that represent best purchasing methods while conforming to City statutes, regulations and laws
- Manage purchasing and contracts budget
- Remain current with purchasing methods and techniques, and applicable City statutes, laws and regulations
- Recommend revisions to existing practices to maximize efficiency, effectiveness, customer satisfaction and statutory compliance

IMMEDIATE PRIORITIES

1. Train new staff
2. Maintain strong relationships with business community, vendors, and internal and external partners
3. Support the implementation – just getting under way – of the City's new ERP system (Tyler Munis)

THE IDEAL CANDIDATE

The ideal candidate will be an energetic and collaborative team builder with excellent communication and problem-solving skills. The successful candidate will exercise sound judgment and deductive reasoning; interpret, explain, and diplomatically enforce procurement policies and procedures; effectively procure quality products, services, and equipment on a timely basis at competitive prices; analyze, evaluate, and modify complex purchasing methods and procedures; analyze and evaluate products and price variables requiring in-depth research; evaluate technical and functional specifications prepared by departments for accuracy and appropriate content; prepare accurate and legally correct complex specifications and contracts; prepare clear, concise and detailed statistical reports, including recommendations. The selected candidate will be able to present alternative options and creative solutions in addressing challenging procurement issues.

Key Attributes and Characteristics

- A consensus builder with a flexible leadership approach
- Able to build a culture of customer service and inter-departmental engagement based not on a rigid style, but one of collaboration, consensus and persuasive communication
- A positive leader and manager willing to coach and mentor new staff
- Demonstrates value and respect for all employees
- Performs effectively as a team player. Values the ideas of others and routinely collects their input as part of the decision-making process

QUALIFICATIONS

- A Bachelor's degree in Public Administration, Business Administration, Business Management, or a related field
- A minimum of seven (7) years of progressively responsible procurement and contracting management experience in a complex organization or government agency
- A minimum of three (3) years of public sector procurement or contracting experience
- Two (2) years of supervisory experience
- Purchasing certifications (CPM, CPSM, CPPB, CPPO) are highly desirable

COMPENSATION AND BENEFITS

The annual salary range for the Purchasing Manager is **\$86,715.62 – \$150,039.76** depending on qualifications.

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New members are required to pay 7% towards the employee contribution. The City does not participate in Social Security
- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$803.33* in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 1% of salary* to a 401(a) deferred compensation plan (no employee match requirement)

* Effective January 1, 2020

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, November 29, 2019. To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: <https://executivesearch.cpshr.us/JobDetail?ID=571>

Resumes should reflect years **and** months of positions held, as well as size of staff and budgets you have managed. Resumes 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 City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

For additional information, please contact:



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Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.