



CONTRA COSTA
WATER DISTRICT

PURCHASING OFFICER





CONTRA COSTA COUNTY

Located in northern California, Contra Costa County covers approximately 733 square miles extending from the northeastern shore of the San Francisco Bay east to San Joaquin County. With a population of just over 1 million, the County is among the ten most populous counties in California and home to one of the State's most ethnically, culturally, and socioeconomically diverse populations. It has one of the fastest-growing workforces among Bay Area counties, with growth in its employment base being driven by the need to provide services to an increasing population and the presence of relatively high-wage skilled jobs.

The County contains 19 incorporated cities and includes a variety of urban, suburban, industrial, agricultural, and port areas. Substantial portions of the County are served by the San Francisco Bay Area Rapid Transit, which has contributed to significant residential and commercial development. Contra Costa is home to numerous attractions, including wildlife refuges, state parks, historic sites, and a variety of museums. Mount Diablo, a 3,849-foot peak at the north end of the Diablo Range, is popular with outdoor enthusiasts, as are hiking, biking, horseback riding, boating, and other activities. The wine country of Napa and Sonoma Counties, picturesque seaside communities such as Carmel and Monterey, and the Sierra Lake Tahoe region are all within driving distance of Contra Costa.

Several prestigious public and private academic institutions are also nearby, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, San Jose State University, and California State University - East Bay. One of California's best community college systems is also located in Contra Costa County.

THE DISTRICT

Contra Costa Water District (CCWD) was formed in 1936 and is governed by a five-member Board of Directors (Board), elected publicly by Division to overlapping four-year terms. The Board sets policy focused on sustainable management practices and oversees a General Manager, who manages the implementation of policy within the \$234 million annual [budget](#) (Fiscal Year 2025). CCWD benefits from a strong and stable financial condition as well as an excellent reputation with its stakeholders and regulators.

CCWD stores untreated water in four reservoirs, the largest of which, Los Vaqueros Reservoir, was expanded in 2012 to an increased capacity of 160,000 acre-feet. CCWD operates three water treatment plants: Ralph D. Bollman in Concord, and the Randall- Bold and Brentwood Water Treatment Plants in Oakley. CCWD continues to diversify infrastructure to provide increased flexibility to respond to increases in regulatory requirements and climate change effects.

CCWD's service area encompasses most of central and northeastern Contra Costa County, a total area of more than 141,000 acres, serving 560,000 customers. Water is distributed to a combination of municipal, residential, commercial, industrial, landscape irrigation and agricultural customers. Major municipal customers include the Golden State Water Company (Bay Point), Diablo Water District (Oakley) and the cities of Antioch, Pittsburg, and Martinez. CCWD provides treated water to the following communities: Brentwood, Clayton, Clyde, Concord, Martinez, Pacheco, Pleasant Hill, Port Costa, and Walnut Creek. CCWD also provides water to more than 40 major industries and businesses.

THE MISSION OF CCWD

*TO STRATEGICALLY PROVIDE
A RELIABLE SUPPLY OF HIGH-
QUALITY WATER AT THE
LOWEST COST POSSIBLE,
IN AN ENVIRONMENTALLY
RESPONSIBLE MANNER*

CCWD's strategic business plan is guided by adopted values and goals that support the Board's mission.

The Goals of CCWD are to:

- Promote safety and health in our workplace and business practices.
- Manage water resources to ensure a sustainable supply and to protect water quality.
- Deliver superior customer service as a foundational priority.
- Protect customer financial interests through ongoing stewardship of CCWD resources.
- Invest in assets, technology, and efficiencies to cost-effectively provide reliable service.
- Pursue organizational excellence through diversity, equity, inclusivity, leadership, and professionalism.
- Foster partnerships through leadership and collaboration at the regional, state, and national level.
- Practice environmental stewardship by protecting natural resources and minimizing environmental impacts.

FINANCE DEPARTMENT

The Finance Department provides vital services supporting the CCWD's mission, including traditional functions such as accounting, procurement, and budgeting as well as customer service and water-use efficiency programs. Information Technology is a division of the department and is responsible for CCWD's automated business systems and cybersecurity. The department is supported by 56 FTEs and an operating budget of \$17.4 million in FY 2024-25. The Finance Department is comprised of six divisions:

- Administration
- Accounting
- Purchasing
- Customer Service
- Water Use Efficiency
- Information Technology

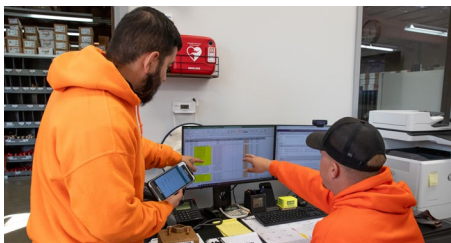
The Purchasing Division provides District-wide procurement support, including vendor relations, posting procurement bids and requests for proposals, managing CCWD inventory and materials, and issuing purchase orders for goods and services.

PURCHASING OFFICER

The Purchasing Officer is responsible for managing CCWD's centralized purchasing operation. Reporting to the Finance Director and supported by four (4) team members, consisting of professional, technical, and administrative staff, the Purchasing Officer serves as the principal public purchasing official for CCWD and supervises the work of staff performing purchasing, inventory, and warehouse duties.

Primary responsibilities include:

- Plan, organize, assign, supervise, and review the work of staff.
- Research, obtain, and procure goods and services; collaborate with departments to determine need, scope of work, specifications, delivery terms, and requirements; conduct research to understand market conditions, product/service demand, product availability, and industry standards; evaluate product usage trends; forecast District needs and projected costs.
- Lead CCWD's Fleet Management Program including the procurement and surplus of fleet vehicles and equipment.
- Participate in preparing and administering the Request for Proposal (RFP), Invitation for Bid, and Request for Quotes (RFQ) processes; review, suggest changes to, and finalize scope of work and specifications with staff.
- Coordinate development of contracts and legal agreements; ensure legal requirements are incorporated and enforced; coordinate review of documents and agreements with legal counsel.
- Participate in annual budget preparation; prepare detailed cost estimates; monitor expenditures.
- Lead public outreach to provide education and training opportunities to CCWD's vendor community.



THE IDEAL CANDIDATE

CCWD seeks an enthusiastic and solution-oriented procurement professional who enjoys making positive impacts through cohesive teamwork and delivering reliable and consistent customer service. The ideal candidate will have a strong customer orientation with outstanding problem-solving skills and be viewed as a collaborative business partner who is genuinely interested in helping staff and colleagues across the organization. With lead responsibility for managing the day-to-day internal operations in the Purchasing Division, this individual will be a solid leader with a positive presence who demonstrates initiative, is driven to achieve goals, treats others with respect, and is open and approachable.

The individual selected will continue the work in progress to assess and streamline the division's workflow while identifying opportunities for improvement and maximum efficiency. Adept at leading and managing change, the ideal candidate will have a track record of successfully expanding and diversifying procurement tools and approaches. They will also be an excellent and credible written and verbal communicator and skilled public presenter, able to translate complex procurement concepts, rules, and regulations into understandable layperson terms.

The Purchasing Officer will be a relationship builder with an approachable and inclusive leadership style that engenders trust and credibility with employees, colleagues, and other stakeholders. The ideal candidate will have the proven ability to create a collegial work environment and further establish the Purchasing Division as a knowledgeable and helpful partner that others in the organization rely upon for sound guidance and assistance. A history of developing

collaborative solutions that align with industry best practices and reflect customer sensitivity will be expected.

Grounded in a strong team orientation, the ideal candidate will empower staff while also holding them accountable. This adaptive leader will foster a cohesive team spirit dedicated to superior customer service, providing solutions and eliminating obstacles for departments and customers. A commitment to developing the professional capacity of staff is also expected, including actively listening to the team's input, encouraging professional development, mentoring, and coaching.

Extensive experience negotiating and managing contracts, procuring resources and services, and developing and maintaining productive vendor relationships will be expected. Experience assisting operating departments in planning and developing vehicle and equipment specifications will be considered favorably, as will experience with supplier diversity programs and efforts. In addition, the individual selected will be well-versed in approaches that minimize contractual risk and exposure and be known for exercising good judgment and common sense in decision-making.

Highly qualified candidates will possess five years of increasingly responsible purchasing and contracting experience, including two years of lead or supervisory experience. Training equivalent to a Bachelor's degree with major coursework in business or public administration, accounting, finance, or a related field is also required.

COMPENSATION & BENEFITS

Contra Costa Water District offers an excellent compensation and benefits program. The salary range for this position goes up to \$177,444 (a 3% Cost-of-Living Adjustment (COLA) is effective the pay period inclusive of November 9, 2024.) Placement within the range will be DOQE. CCWD's benefits program includes:

RETIREMENT PLAN OF THE CONTRA COSTA WATER DISTRICT (a non-CalPERS defined benefit retirement system which is reciprocal with CalPERS): 2.35% @ 55 for Classic member employees. 2.0% @ 62 for PEPPRA members.

SOCIAL SECURITY/MEDICARE (FICA): Employee and CCWD contribute toward Social Security (6.2% up to annual limit) and Medicare (1.45%).

MEDICAL INSURANCE: CCWD contracts CalPERS medical. CCWD will pay up to the Kaiser family rate of \$2,655.67 per month.

DENTAL INSURANCE: CCWD provides Delta Dental plans for employees and their eligible dependents at no cost to the employee.

VISION INSURANCE: CCWD provides the Vision Service Plan (VSP) for employees and their eligible dependents at no cost to the employee.

SHORT AND LONG-TERM DISABILITY: District provided at no cost to the employee.

LIFE INSURANCE: District provided term life insurance equal to 2 times annual base salary, up to a maximum of \$300,000.

VACATION: Accrual rate based on years of service ranging from 10 to 35 days per year. Forty (40) hours credited upon hire.

SICK LEAVE: 8 hours per month. No maximum accrual.

ADMINISTRATIVE LEAVE: 56 hours accrued annually. 64-hour maximum accrual.

HOLIDAYS: 11 days per year.

FLOATING LEAVE: 8 hours per calendar year.

EDUCATION ASSISTANCE: Up to \$3000 per fiscal year.

DEFERRED COMPENSATION: Voluntary 457 deferred compensation and 401(a) defined contribution plans available, with matching District contribution of 3% of base salary.

ADDITIONAL BENEFITS INCLUDE: Commuter Benefits Program, Supplemental life insurance, AD&D insurance, Lifetime Retiree health options, employee assistance program (EAP), flexible spending account (FSA), vacation sell back, vacation conversion, tuition reimbursement, and gym membership subsidies.

Application & Selection Process

The closing date for this recruitment is **11:59 p.m.** on **Sunday, October 27, 2024.** To be considered for this opportunity, upload cover letter, resume and list of six (6) professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB&CO.

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TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to participate in interviews with CCWD. CCWD anticipates making an appointment shortly thereafter following the completion of thorough background and reference checks. The recruitment is completely confidential. References will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

