



**DIRECTOR OF PURCHASING
AND CONTRACTS**
EASTERN MUNICIPAL WATER DISTRICT

PERRIS, CA

www.emwd.org

ABOUT EMWD

Recognized as a leader in the water industry throughout California and nationally, the Eastern Municipal Water District (EMWD) is the water, wastewater, and recycled water service provider to nearly one million customers living and working within a 558-square mile service area in Western Riverside County. EMWD is governed by a five-member Board of Directors and conducts its business with the support of a highly trained workforce of approximately 650 employees. EMWD's FY 2023-2024 budget is \$557 million. The District benefits from a strong governance model with alignment between the Board and staff on vision, mission and values, and strategic objectives. This collaboration has had a significant influence on EMWD's success.



THE POSITION

Reporting to the Senior Director of Administrative Services, the Director of Purchasing and Contracts oversees and directs all activities of the Purchasing, Contracts, and Warehouse Divisions, including planning, development and administration of policies, procedures, and services; and is responsible for providing assistance to the Senior Director of Administrative Services in a variety of administrative, coordinative, analytical, and liaison capacities. Responsibilities include effectively coordinating the activities of the department with those of other departments and outside agencies, managing and overseeing the complex, varied functions of the department, and accomplishing departmental planning and operational goals and objectives, and for furthering organizational goals and objectives within general policy guidelines.

THE IDEAL CANDIDATE

The ideal candidate for this position possesses a strong background in successfully directing and overseeing a variety of purchasing, contracting, general services, and materials management functions and operations. The Director of Purchasing and Contracts will be a strategic, forward-thinking, and resourceful leader, with a proven track record of advancing strategic projects, business systems, and initiatives, as well as exercising good judgment in advising staff, the Executive team, and the Board of Directors regarding administrative matters.

The Director of Purchasing and Contracts will be a service-oriented team player who partners with other departments in achieving the District's strategic goals and its mission. They will be an excellent communicator who drives initiatives, keeps staff and the Board of Directors informed in areas of responsibility, who can draft and develop highly effective contracts and legal agreements, and communicate both technical and administrative matters and information in a succinct, understandable, and actionable manner.

As the leader of a high-performing team at a fast-paced agency, the Director of Purchasing and Contracts will encourage dialogue, coach and mentor staff, provide cross-training, support employee career goals, and work with individuals to maximize their strengths. They will be caring, credible, inspirational, efficient, and highly organized. EMWD's deployment of information is transparent and clear at all levels of the District. The new Director will mirror this same communication style.

CHALLENGES AND OPPORTUNITIES

- EMWD is an innovative organization. The Director of Purchasing and Contracts will have the opportunity to identify, develop, and lead initiatives and advancements in all areas of responsibility including Purchasing, Contracts, Warehousing, and General Services.
- EMWD anticipates the replacement of its current Enterprise Resource Planning (ERP) Tool, Oracle Financials. The Director of Purchasing and Contracts will identify and ensure the implementation of business process improvements in conjunction with the replacement effort.
- EMWD has experienced increases in the cost of materials, services, and chemicals supporting water and wastewater treatment and operations. The Director of Purchasing and Contracts will work closely with operational departments to identify and implement innovative and effective contracting and cost management strategies.
- The Director of Purchasing and Contracts will work closely with EMWD's Energy and Fleet Services department to optimize vehicle replacement ordering and scheduling to achieve cost-effective compliance with fleet vehicle regulations.
- The Director of Purchasing and Contracts will have the opportunity to implement new methods and technologies that improve internal services as well as external efficiencies with EMWD's vendors and suppliers.



EDUCATION AND EXPERIENCE

Equivalent to a bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, or a related field; and ten (10) years of progressively responsible experience in government procurement, at least five (5) of which should be in a management capacity.

COMPENSATION AND BENEFITS

The annual salary range for this position is \$181,251-\$225,722. In recognition of the value its employees deliver to the organization, EMWD offers a generous compensation and benefits package which includes:

- CalPERS Retirement – Classic Members: 2% at 55 benefit formula, the employee pays the 7% contribution. PEPRAs Members: 2% at 62 formula, the employee contribution is 7.5%. EMWD does not participate in Social Security. Retiree Medical Coverage is provided through CalPERS with EMWD providing the PEMHCA minimum
- Deferred Compensation – Two programs are offered to employees: 401(a) – EMWD provides annual contributions of \$1,180 and a 457 voluntary plan where EMWD provides a match equal to 4.5% of the employees annual salary for Classic employees and a 6% for PEPRAs employees

- Medical Plans – Several health plans are offered through CalPERS, with EMWD currently contributing up to \$2,535 per month towards the premiums for employee and family; medical-in-lieu program is available with required proof of coverage
- Dental Plan – Full coverage for employee and family in the base plan at no cost with EMWD contributing up to \$1,560 annually. Employees have the option to elect an enhanced plan with the employee paying the difference through voluntary payroll deductions
- Vision Plan – Full coverage for employee and family at no cost
- Voluntary Plans – Health Care and Child/Dependent Care Flexible Spending Account, supplemental accident, cancer, and short-term disability insurance available through payroll deductions
- Life Insurance – Equal to annual salary up to a maximum of \$250,000 at no cost. Employees may purchase up to an additional \$500,000 in life insurance with EMWD paying 50% of the premium
- Paid Time Off (PTO) – 176 hours per year, increase after year 5 completed
- Holidays – 10 paid holidays and 3 floating holidays per year
- Bereavement Leave – up to 5 days per occurrence
- Tuition Reimbursement – up to \$6,000 per year
- Employee Assistance Program (EAP) – Available to employees and their families
- Telecommute Opportunities – Available to qualifying employees on a case-by-case basis when operationally feasible and in accordance with the District's Telecommuting Policy
- Alternative Work Schedule – Employees are provided the opportunity to work a 9/80 work schedule dependent on position and operational needs

HOW TO APPLY

If you are interested in this exciting opportunity, submit your resume to Jessica Rodarte in the Human Resources Department. For priority consideration, apply immediately. Resume review of candidates will occur during the week of March 18, 2024, and interviews are anticipated during the last week of March/first week of April.

For questions, inquiries, or candidate recommendations, please contact:

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