



*City of*

**COSTA MESA**

# Budget and Purchasing Manager

RECRUITMENT SERVICES PROVIDED BY RALPH ANDERSEN & ASSOCIATES





## The Opportunity

*The City of Costa Mesa is recruiting for a highly experienced professional to serve as Budget and Purchasing Manager for the City's \$180.3 million operating budget and \$31.1 million capital budget as well as oversee the City's purchasing division. The successful candidate will have a well-rounded public finance background with in-depth knowledge and experience in local government budgeting and purchasing principles. The Budget and Purchasing Manager will have a high degree of integrity, judgment, and independence as well as the skills necessary to manage complex budgetary and purchasing assignments. The successful candidate will be results-driven with well-grounded and ethical decision-making abilities.*

## "The City of the Arts and Culture"

Located in the heart of Orange County, Costa Mesa is often referred to as "The City of the Arts and Culture." With a population of nearly 114,000, residents enjoy the benefits of beautiful neighborhoods, wonderful schools, ideal weather, and recreational opportunities. Vanguard University and Orange Coast College support a college student population within the community. Seasonal activities and special events help create the small-town feel treasured by Costa Mesa residents. The Scarecrow and Pumpkin Festival, Concerts in the Park, World Class Fair, and Snoopy House are examples of opportunities for family fun and community camaraderie. The festivals include a parade, train rides, pumpkin patch, face painting, and, of course, fire trucks.

Visitors and residents alike appreciate the close proximity to freeways, beaches, major airports, and popular tourist attractions while still enjoying peaceful surroundings. Within its 16.8 square miles, Costa Mesa offers unlimited recreational possibilities, including an iconic skatepark, two pristine golf courses and over 32 neighborhood and community parks. Fairview Park, a 209-acre natural habitat and wetlands, is considered a popular hidden regional jewel and perfect place for leisurely walks, biking, hiking, and jogging along its inviting trails. Costa Mesa also serves as home to some of the finest restaurants anywhere. The

South Coast Plaza offers world-class shopping and is considered one of the highest volume of sales producers in the nation. Costa Mesa also serves as host to the iconic Orange County Fair that attracts over a million visitors every year.

The Costa Mesa Theater District is home to the Segerstrom Center for the Arts and its four performance halls, studio performance space and education lab, the three-stage South Coast Repertory Theater, the Arts Plaza, and the 1.6-acre Noguchi Sculpture Gardens. In addition, the Costa Mesa Playhouse is a popular venue within the City and is complimented by an array of art galleries.

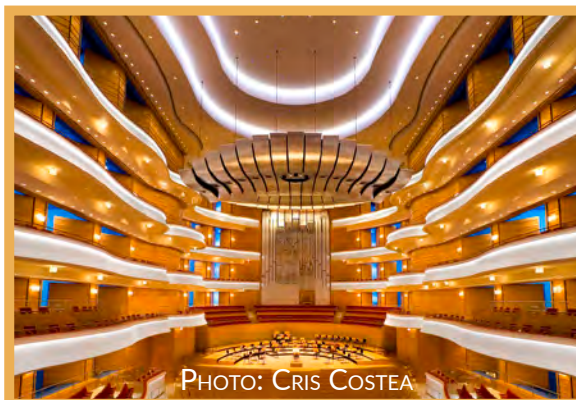
## City Government

The City of Costa Mesa is a General Law City operating under a Council/Manager form of government. The City Council consists of six members, elected from Districts, and a Mayor who is elected at-large. The City Council appoints the City Manager.

Costa Mesa is a full-service city supported by approximately 588 full-time staff. The FY 2023-24 operating budget is approximately \$180.3M and the Annual Capital Improvement Program for FY 2023-24 is approximately \$31.1M.

## The Finance Department

The Finance Department provides financial, accounting, treasury, procurement, and budgetary services for all departments of the City. The Division is responsible for financial analysis, fund financial analysis, cash management, investments, capital assets, debt administration, and financial reporting. Additional duties include monitoring the City's investment portfolio; procures services, supplies, and equipment for City departments; prepares and administers the City's annual budget; provides accounting and budgeting for the successor agency; maintains effective internal control policies and procedures to safeguard the City's assets and manage its resources; conducts fiscal analysis during labor negotiations; and effectively uses the City's information technology resources to improve productivity, customer service, and public access to City information.



This position is an exciting opportunity for a qualified professional to join the team and lead the budget and purchasing process.

## The Position

Reporting to the Finance Director, the Budget and Purchasing Manager leads a six-person team with a fiscal year 2023-2024 departmental operating budget of \$5.6 million. As a key position in support of managing and maintaining services and representing the city, the Budget and Purchasing Manager must possess skills in leadership, communication, management, and technical knowledge.

The Budget and Purchasing Manager provides highly responsible and complex administrative support to the Finance Director and provides critical input on budget and purchasing issues to City officials, executive management, and all City departments. This position is responsible for the preparation and maintenance of the annual City budget and undertakes professional and technical accounting work, assisting the Finance Director in the preparation of the annual budget, managing the purchasing program, and maintenance of financial records and fiscal controls.

## The Opportunity

The Budget and Purchasing Manager is an important member of the Finance team and reports directly to the Finance Director.

### Essential functions of the position include:

- Provide staff assistance to the Finance Director and assume management responsibility for all services and activities of the Citywide budget program and the Citywide purchasing program;
- Serve as a key member of the Enterprise Resource Planning (ERP) upgrade; help to identify and build a new business process management software system and effective processes that will enable the City to use a system of integrated applications to manage the financial and budgetary applications;
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs including the budget development process; purchasing process; recommend and administer policies and procedures;

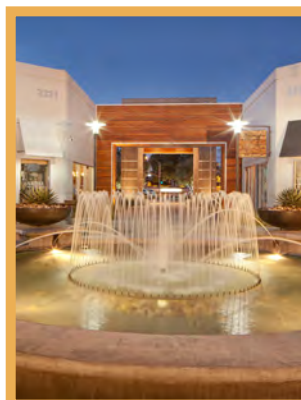
- Plan, direct, coordinate, and review the work plan for assigned staff; assign work activities, projects, and programs; direct and supervise staff in the review of budget proposals for their assigned departments; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems;
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
- Direct the completion of complex financial analysis of proposed policy changes; direct the Budget Section's role on various Citywide management teams related to organizational and/or budgetary issues; and
- Serve as the liaison with other divisions, departments, and outside agencies; prepare and present staff reports and other necessary correspondence; negotiate and resolve sensitive and controversial issues.

## The Ideal Candidate

The ideal candidate for this position will have the highest degree of integrity, judgment, and independence as well as expert level skills necessary to apply budget-related laws, regulations, policies, and methods to manage complex budgetary and financial assignments.

Candidates should have a thorough knowledge of the principles and practices of public agency financial management and have strong analytical skills related to the development and implementation of long-term financial strategies, projections, financial models, and budgetary reports. A high level of expertise and hands-on skills in various technology/software programs is desired. The Budget and Purchasing Manager will also establish enhanced internal procedures to assist in the compilation of financial information including improved technological aspects of collecting, assimilating, and reporting data.

[costamesaca.gov](http://costamesaca.gov)







## Compensation & Benefits

The annual salary for the Budget and Purchasing Manager is up to \$164,940 with the starting salary dependent on qualifications and experience.

**Employee benefits are competitive, generous, and include:**

- **Retirement:** Employees contribute 9% of their salary on a pre-tax basis towards the 2%@60 or 2%@62 retirement benefit formula depending on eligibility.
- **Health Insurance:** City pays full contribution toward employee and family medical, dental, and long-term disability (LTD) insurance within a flexible benefits plan. The flexible benefit contribution for 2023 is \$2,910 per month. The contribution for 2024 will be increased to \$3,275 per month.
- **Life Insurance:** City provides \$50,000 term life insurance policy. Supplemental life, short-term disability, and/or cancer insurance are available.
- **AD&D Insurance:** City provides a \$50,000 accidental death and dismemberment insurance policy.
- **Deferred Compensation:** In addition to a voluntary 457 deferred compensation plan, the City offers a 401(a) deferred compensation plan through ICMA, with a City match of 0.5%.
- **Executive Leave:** 40 hours per year; 60 additional hours are available upon approval of the City Manager.
- **Holidays:** Thirteen (13) paid holidays per year, including sixteen (16) floating holiday hours.
- **Sick Leave:** Twelve (12) days per year.
- **Vacation:** Accrued in accordance with tenure ranging from 11.5 days per year (upon hire) to 26.5 days per year.
- **Technology Allowance:** This position is eligible for a monthly technology allowance of \$75.
- **Professional Development:** Up to \$1,000 annually for professional development.

Additionally, the Budget and Purchasing Manager will have a collaborative yet inquisitive style that is complemented by strong people skills. Working closely with the full array of departments with a focus on being supportive, the Budget and Purchasing Manager will strive to fully understand operations and services offered in order to move toward data-driven information, potential cost-efficiencies, reduced redundancies, and improved timetables for reporting.

The successful candidate will have strong communication skills and an approachable personal style with the ability to incorporate a proactive approach to municipal finance while, at the same time, providing clear recommendations and timely advice to the City's leadership. The ideal candidate will be a self-assured individual with the ability to exercise a high degree of common sense and sound judgment and be comfortable at making public presentations.

In summary, the selected candidate will enjoy working in a fast-paced and sophisticated public sector environment with a high energy executive management team committed to the fiscal stability of the organization, exceptional public access and reporting, and the ongoing desire to incorporate best practices into local government.

## Qualifications and Experience

**Education:** Graduation from an accredited four-year college or university with major course work in business or public administration or a related field, including or supplemented by coursework in accounting and statistics. A Master's degree is desirable.

**Experience:** Five (5) years of responsible professional level governmental financial management, accounting, budgeting, purchasing, or auditing experience. Professional budgeting and/ or purchasing experience in a municipal setting is preferred. Previous supervisory experience is also preferred.

## To Be Considered

This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

This position is open until filled. Interested candidates should apply early in the process, and no later than Monday, November 13, 2023 by emailing a compelling cover letter, comprehensive resume, and five professional references to [apply@ralphandersen.com](mailto:apply@ralphandersen.com). Ralph Andersen & Associates will conduct preliminary interviews as applications are received. A final slate of highly qualified candidates will be presented to the City in mid- to late November. Confidential inquiries are welcomed to Mr. Fred Wilson, Ralph Andersen & Associates at (916) 630-4900 (office) or (714) 421-3258 (cell).

*The City of Costa Mesa is an Equal Opportunity Employer/Drug Free Workplace.*