



C A R E E R O P P O R T U N I T Y

# PURCHASING AGENT

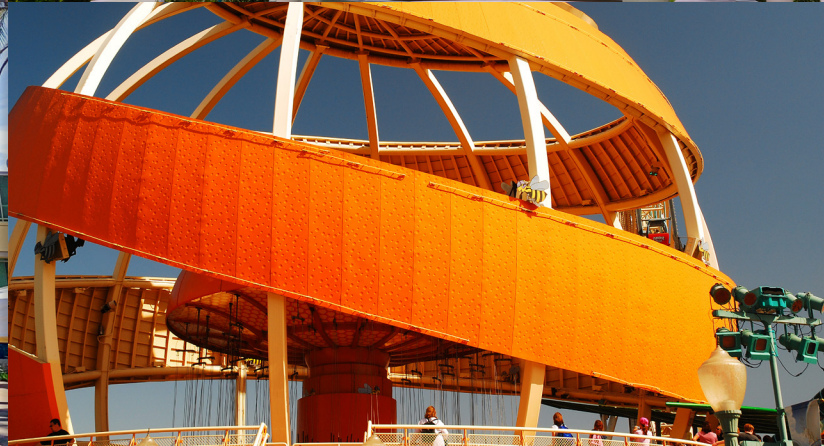
## CITY OF ANAHEIM, CALIFORNIA

**ANNUAL SALARY: \$128,558–\$192,838 DOE/DOQ**

**T**HE CITY OF ANAHEIM, CALIFORNIA, IS SEEKING AN EXPERIENCED AND COLLABORATIVE **PURCHASING AGENT** to lead the Purchasing Division within the Finance Department. This division manager role is responsible for directing comprehensive procurement operations, including management of a \$2.5 million division budget and supervision of six dedicated staff. The Purchasing Agent will ensure the delivery of efficient, transparent, and ethical purchasing services that support all City departments, while maintaining strong internal customer service and vendor partnerships. The Purchasing Agent will successfully maintain compliance with applicable laws and policies, while advancing innovation through modern procurement systems and practices. As one of California's largest full-service cities, Anaheim offers an exceptional professional opportunity for a hands-on, visionary leader to contribute to the City's long-standing tradition of excellence in public service. ***Lead innovation, integrity, and impact as Anaheim's next Purchasing Agent, apply today!***







## THE COMMUNITY

**A**S CALIFORNIA'S 10<sup>TH</sup> MOST POPULOUS CITY, Anaheim is renowned worldwide as the home of the original Disneyland Park, a beloved destination that attracts millions of visitors each year. Located in Orange County, just 25 miles southeast of Downtown Los Angeles, the city offers residents and visitors a wealth of events, outdoor activities, and unique dining experiences that reflect its diverse population. Highlights range from major-league baseball and hockey games to premier events at the Anaheim Convention Center—the largest of its kind on the West Coast—as well as community favorites like the popular farmer's market, the Food & Wine Festival, concerts in the canyon, and live theater productions. Anaheim combines world-class attractions with a thriving local culture, making it not only a premier travel destination but also a welcoming community to call home. With its diverse amenities, rich traditions, and continued growth, the City of Anaheim shines as a wonderful place to live, work, and explore.



# THE FINANCE DEPARTMENT & PURCHASING DIVISION

The **Finance Department** delivers professional support to City leadership in making sound fiscal and organizational decisions. It oversees the investment of the City's portfolio, manages banking relationships, and handles daily financial operations to ensure the City's financial integrity. The Department also procures goods and services efficiently and cost-effectively, while leveraging the City's information technology resources to enhance productivity, strengthen customer service, and expand public access to City information. It operates with a \$48.7 million budget and 50+ part- and full-time staff.

CLICK  
LINKS

The **Purchasing Division** oversees the acquisition of all materials, capital equipment, operating supplies, and contracted services for the City. Its responsibilities include anticipating departmental needs, creating cost-effective specifications, strategically sourcing vendors, managing competitive bid processes, and negotiating contracts. In addition, the Division administers the City's Purchasing Card Program, provides Mail Services, and coordinates the disposal of surplus equipment.



## THE JOB

**R**EPORTING TO THE FINANCE DIRECTOR, the Purchasing Agent leads the Purchasing Division and oversees procurement, warehouse and inventory control, reprographics, mail services, the City's Purchasing Card program, and surplus disposition. This role manages a team of six staff and a \$2.5 million division budget, directs bid solicitations and RFPs, negotiates contracts, and ensures compliance with all applicable laws, policies, and ethical standards. The Purchasing Agent collaborates closely with departments to meet operational needs, develop cost-effective specifications, and guide procurement strategy. The position is also responsible for preparing and presenting staff reports to City Council as needed, delivering responsive and high-quality service to internal departments, liaising with vendors and external partners, and mentoring staff while modernizing processes through systems such as CGI (ERP) and OpenGov online bidding.

# THE IDEAL CANDIDATE

## THE IDEAL CANDIDATE IS A CREDIBLE AND CONFIDENT PROCUREMENT PROFESSIONAL

with a thorough understanding of public purchasing practices and the ability to make sound, consistent judgments. They are steady, composed, and a strong communicator who conveys information clearly, explains the rationale behind decisions, and demonstrates excellent writing and analytical skills in preparing and reviewing reports. As a hands-on working manager, they provide training and mentorship to staff while maintaining a collaborative and supportive team environment. Forward-thinking and innovative, this leader will seek opportunities to modernize and improve operations, adopting new methods that enhance efficiency and effectiveness. The successful candidate will also demonstrate strong cross-departmental collaboration skills, with the ability to see the bigger picture, understand how procurement decisions impact other functions, and partner effectively within and outside the Finance Department to advance the City's overall goals.

*The ideal candidate will also possess the following core competencies:*

**Ethics & Integrity:** Consistently upholds ethical procurement practices, ensures fair competition, and maintains transparency and trust in all purchasing activities.

**Collaboration & Customer Orientation:** Builds strong working relationships across departments, delivers responsive support to internal stakeholders, and partners effectively with vendors and external agencies.

**Strategic Thinking:** Anticipates organizational needs, aligns purchasing operations with citywide priorities, and identifies opportunities to modernize processes for long-term efficiency and value.

**Communication & Presentation Skills:** Conveys complex information clearly and persuasively, explains the rationale behind decisions, and prepares and presents well-crafted reports to City Council and other stakeholders.

**Technical Expertise:** Demonstrates deep knowledge of procurement laws, RFPs, contract compliance, vendor management, and financial systems, leveraging tools like CGI (ERP) and OpenGov to improve operations.

**High Standards:** Sets and maintains high expectations for accuracy, service quality, and professionalism, ensuring purchasing operations reflect the City's commitment to excellence.







# EMPLOYMENT STANDARDS

## MINIMUM QUALIFICATIONS

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** Bachelor's degree from an accredited college or university with major course work in purchasing, materials management, accounting, business administration, public administration, or a related field.

**Experience:** Six years of increasingly responsible purchasing experience including two years of administrative and supervisory responsibility.

**Special Requirement:** The selected candidate must reside in or be willing to relocate to the Anaheim region by the time of hire.

## DESIRED

**Licenses:** Possession of a Certified Purchasing Manager or Certified Public Purchasing Officer certificate.



# SALARY & BENEFITS

**Annual salary of \$128,558–\$192,838 DOE/DOQ, PLUS** the City of Anaheim offers a range of benefit programs for employees and their eligible dependents. These include health, dental, vision, and life insurance, as well as a variety of voluntary benefits. Programs and benefits amounts vary and are based on bargaining unit, family size, hire date, plan selection, and number of hours worked.

## **Flexible & Hybrid Work Schedules:**

Employees may be offered a “9/80” or limited hybrid work schedules following one year of successful full-time employment, subject to supervisor approval.

**Retirement:** The City contracts with the California Public Employees’ Retirement System (CalPERS) to provide retirement benefits. 2.7% @55 for “Classic” members and 2% @62 for new members as defined by PEPRA.

[VIEW THE CURRENT BENEFITS SUMMARY](#)



## HOW TO APPLY

For first consideration, apply by **OCTOBER 13** at:

[WBCP JOB BOARD](#)



**SAVE THE DATES.** Round one virtual interviews will take place on **NOVEMBER 10**. Finalists will move forward to round two in-person interviews on **NOVEMBER 17**. *Selected candidates must be available for both interview dates.*

Please contact your recruiter,  
**Levi Kuhlman**, with any questions:

[levi@wbcpinc.com](mailto:levi@wbcpinc.com)  
**866.929.WBCP (9227)** toll-free  
**541.664.0376** direct

