



# ORANGE COUNTY FIRE AUTHORITY



*invites applications for the position of*

# INFORMATION TECHNOLOGY DIVISION MANAGER

# THE ORANGE COUNTY COMMUNITY

Orange County is nestled along the Southern California coast between Los Angeles and San Diego counties. As the third largest populated county in California, the vibrancy of this nearly 800 square mile jewel places it as the thirtieth largest economy in the world. Orange County has 34 cities and five supervisory districts serving a population of more than three million people.

A desirable place to live and work, Orange County is known for its ideal weather, recreation, and a wide range of cultural arts. Many of its public and private schools are ranked among the best in the nation. The county also has top rated attractions such as Disneyland, Knott's Berry Farm, pristine ocean beaches, and is the home of major league sports teams, including baseball's Angels and hockey's Ducks. Orange County boasts a thriving business economy and a well educated work force.

## THE FIRE AUTHORITY

Headquartered in Irvine, California, the Orange County Fire Authority (OCFA) is a Joint Powers Authority (JPA) that serves approximately 1.9 million residents in a 586-square mile area, with 188,800 acres of wildland. The OCFA was formed on March 1, 1995, transitioning from the Orange County Fire Department to a JPA. The service area includes 23-member cities and the unincorporated areas of Orange County.

A 25-member Board of Directors governs the OCFA and includes an elected official appointed to represent each of the member cities and two representatives from the County Board of Supervisors. The OCFA is managed by an appointed Fire Chief who reports directly to the Board of Directors. The OCFA does not allocate equipment based on city boundaries. Instead, all members have access to resources, including sophisticated rescue equipment, specialized apparatus, and helicopters.

The OCFA is the largest regional fire service organization in Orange County and one of the largest in California. The OCFA has a staff of approximately 1,580. Of those, 1,210 are professional firefighters and chief officers and 370 are non-sworn support staff working at the Regional Fire Operations and Training Center facility (RFOTC). These personnel provide front-line services, including prevention, education, dispatch, emergency response, and technical and administrative support. Additionally, OCFA Reserve Firefighters staff 9 stations throughout Orange County.

To learn more about the OCFA, go to [www.ocfa.org](http://www.ocfa.org)

## UPCOMING PROJECTS

- Replace Existing Enterprise Resource Planning (ERP) System for Finance and Human Resources
- New Emergency Medical System(EMS) Enterprise System
- Implement Firefighter Tracking Initiative
- New Disaster Co-location Facility
- Upgrade Existing Audio Visual System
- New Information Technology Help Desk Management Application





## THE POSITION

Under general direction, plans, organizes, manages, and provides direction and oversight for all functions and activities of the Information Technology Division of the Logistics Department, including the Authority-wide information systems infrastructure; custom application development; emergency 9-1-1 dispatch and public safety systems; datacenter operations; Geographic Information Systems (GIS); personal and vehicle emergency communications; network administration, and telecommunication systems. Directs and administers the information technology custom programming, support operations and activities of the Authority, which include installation, maintenance, and upgrade of all network, communications, and computer infrastructure; coordinates assigned activities with other Authority departments, officials, outside agencies, and the public; fosters cooperative working relationships among Authority departments, with intergovernmental and regulatory agencies, and various public and private groups; provides responsible and complex administrative assistance to the Assistant Chief of Logistics in areas of expertise; and performs related duties, as assigned.

## QUALIFICATIONS

**EDUCATION & EXPERIENCE:** Equivalent to a bachelor's degree in computer science, information systems management, or a related field and seven (7) years of responsible experience developing and administering information technology infrastructure and systems, including four (4) years of supervisory experience which included responsibility for personnel and budget administration.

**LICENSE/CERTIFICATION:** Professional certifications (project management, program management, IT governance, IT security, GIS) are desirable, however not required.

## DUTIES

*Essential functions of the position may include but are not limited to the following:*

- Plans, manages, and oversees the functions, operations, and activities of the Information Technology Division including geographic information systems (GIS), infrastructure, systems development and support, and communications.
- Participates in and oversees the development and implementation of goals, objectives, policies, and priorities for the Information Technology Division; recommends within policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative, and support systems, and internal reporting relationships; identifies opportunities and makes recommendations for improvement.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Assesses existing Information Technology Systems and makes recommendations for improvements.
- Performs other related duties as assigned.



## IDEAL CANDIDATE

The ideal candidate for the position of Information Technology Division Manager will combine a robust technical foundation with excellent leadership and communication skills. They will be driven by a commitment to innovation and excellence, ensuring that the Information Technology Division not only supports but also propels the organization's strategic objectives. Strong leadership skills with the ability to inspire and motivate a diverse team and a forward-thinking mindset with a passion for staying up to date on the latest industry trends and technologies. Competence in creating and managing budgets, understanding cost-benefit analysis, and ensuring financial efficiency in Information Technology operations. Expertise in managing multiple projects simultaneously, ensuring they are delivered on time, within scope, and on budget. Additionally, the ideal candidate should possess the ability to evaluate emergent technology into future strategic plans and determines future funding sources..

**Annual salary for this position is \$121,014 - \$196,539** commensurate with education and experience.

### Base Salary Adjustments

2.50% effective June 27, 2025

2.50% effective June 28, 2026

## BENEFITS

**An excellent benefits package includes:**

### Medical, dental, and vision insurance

CalPERS Medical Insurance

VSP (Vision Services Plan)

MetLife Dental Insurance

### Retirement

OCERS (Orange County Employees' Retirement System)

Retirement Health Savings Plan

### Life Insurance

Basic life and AD&D insurance coverage begins on your first active day of employment (equivalent to your base salary rounded to the nearest \$10K)

### Longevity Pay

1.50% at the beginning of the pay period that includes the commencement of their 5th year and 3.0% at the beginning of the pay period that includes the commencement of their 10th year.

### Nationwide Deferred Compensation Plan Available

### Vacation Leave and Sick Leave

Tuition reimbursement is \$2,000 per fiscal year in accordance with the program guidelines

For a full description of benefits that apply, please follow this link: [OCFA Benefits](#)

## APPLICATION AND SELECTION PROCESS

**FIRST REVIEW DATE | JANUARY 13, 2025**

To apply for this exciting career opportunity, please send a compelling cover letter and your detailed resume electronically to:

[apply@bobhallandassociates.com](mailto:apply@bobhallandassociates.com).

Please contact **Kristine Ridge** at (714) 493-8506 should you have any questions regarding this position or the recruitment process.

Application materials will be screened in relation to the criteria described in this brochure. Candidates deemed to be the most highly qualified will be invited to participate in the selection process. The selection process will include phone interviews with the most qualified candidates, panel interviews, and final interviews with the Assistant Chief of Logistics. Appointment is subject to completion of a thorough background and reference checks, and pre-employment medical exam.

**BH**  
Bob Hall & Associates

