



Orange County Fire Authority

invites your interest in the position of

Legislative Affairs Program Manager



Recruitment Services Provided by Ralph Andersen & Associates

AN EXCITING CAREER OPPORTUNITY

The Orange County Fire Authority (OCFA) is currently recruiting for the position of Legislative Affairs Program Manager. Reporting to the Assistant Chief of Business Services, the Legislative Affairs Program Manager provides leadership by directing and coordinating the Authority's legislative affairs and government relations programs and activities in support of one of the largest and most progressive fire service agencies in California.



MISSION

"We proudly serve the changing needs of our communities by providing exceptional emergency and support services. We pledge a commitment to preserving the quality of life."

THE ORANGE COUNTY COMMUNITY

Orange County is situated along the southern California coast, between Los Angeles and San Diego counties. As the third-most populous county in California, the vibrancy of this nearly 800-square-mile jewel places it as the 30th-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 renowned for its ideal weather, diverse recreation options, 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 boasts top-rated attractions, including Disneyland, Knott's Berry Farm, and pristine ocean beaches. It is home to major league sports teams, such as baseball's Angels and hockey's Ducks. Orange County boasts a thriving business economy and a well-educated workforce.



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 encompasses 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 a range of 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 the state of California. The OCFA has a staff of approximately 1,580. Of those, 1,210 are professional firefighters and chief officers, and 370 are nonsworn 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 nine stations throughout Orange County.

THE POSITION

Reporting to the Assistant Chief of Business Services, the Legislative Affairs Program Manager provides leadership by directing and coordinating the Authority's legislative affairs and grant programs and activities in support of one of the largest and most progressive fire service agencies in California.

This includes monitoring federal and state legislative activities that affect the Authority; advising the Board of Directors and executive management on legislative matters and assisting in the development of the Authority's legislative platform; developing messaging and narrative for presentation before state and federal legislative bodies; liaising with the Authority's member agencies regarding legislative matters; serving as grants manager for the Authority; identifying and tracking grant opportunities; developing grants and associated performance reports; and performing related duties, as assigned.

Responsibilities of the job include the ability to:

- Plan, manage, and oversee the daily functions and activities of the legislative affairs and government relations programs as well as grants development and administration.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the areas of assignment; recommend and administer policies and procedures; ensure program compliance with applicable regulatory, legal, and reporting requirements.
- Participate in the development, administration, and oversight of assigned budgets; recommend funding for professional consulting services, materials, and supplies to accomplish long- and short-range planning and strategic initiatives; ensure compliance with budgeted funding.



THE POSITION *CONTINUED*

- Develop and standardize procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assess and monitor workload, administrative, and support systems; identify opportunities and make recommendations for improvement.
- Prepare staff agenda reports and make presentations to Board Committees and the Board of Directors.
- Conduct research and analysis to evaluate impact and provide information and recommendations on current and proposed legislation, regulations, and other local, regional, state or national issues of importance to the Authority.
- Facilitate communication between Authority departments, executive management, Board of Directors, member agencies, and legislators regarding the impact of pending legislation and regulations and coordinate the development and presentation of the Authority's position; request the introduction of legislation and regulations to further the goals and mission of the Authority.
- Collaborate with and direct the work of consultant lobbyists; provide messaging and narrative for utilization by lobbyists serving as Authority spokespersons at the federal and state level to advance the Authority's legislative platform.
- Research and identify grant opportunities for priority projects and programs; develop and submit grant applications; monitor the administration of grant funds once awarded; and develop grant-required performance reporting.
- Stay abreast of new trends and innovations relative to the areas of assignment; research emerging products, services, and enhancements and their applicability to Authority needs.



IDEAL CANDIDATE

The ideal candidate will be a seasoned professional with extensive experience in legislative processes, policy analysis, and grant program management. This professional will also be passionate about driving policy initiatives that align with the legislative goals and objectives of the Authority and ensuring the effective implementation of legislative programs that benefit the changing needs of the community. Additionally, this top performer for the Legislative Affairs Program Manager will be a leader whose skills include fostering a collaborative and inclusive work culture while engaging with stakeholders to understand diverse perspectives and build support for legislative initiatives.

The Legislative Affairs Program Manager will be a high-energy, well-organized individual who can anticipate future needs and strategically look ahead with a forward-thinking and proactive approach. This position does require some travel within the region, including periodic trips to Sacramento and Washington, D.C.

This ideal candidate will also be an effective communicator, skilled at conveying complex information clearly and concisely, whether through written reports, public presentations, or media engagements. The ability to articulate key messages and advocate persuasively is instrumental in advancing legislative priorities and garnering support from diverse audiences.

Working collaboratively with others, this highly skilled individual will be responsible for developing the annual Authority's Legislative Calendar based on the outcomes and focus of the quarterly Legislative Committee meetings. Additionally, every two years, the broader legislative platform for the Authority is adopted by the full OCFA Board of Directors and the Legislative Affairs Program Manager will be significantly responsible for these initiatives.

Most importantly, the ideal candidate will have a vision for the future and will be an innovator, driving authority-based policies informed by the combined voices of the community and the Board of Directors for OCFA. They will focus on achieving outcomes by leveraging expertise, experience, and passion to lead initiatives that address critical challenges and enhance the well-being of the communities OCFA serves.

COMPENSATION AND BENEFITS

The salary range for the Legislative Affairs Program Manager position is \$90,896 to \$144,331 annually DOQE. Important to note, this salary will be under consideration for salary increase by OCFA Executive Management and the OCFA Board of Directors. All regular OCFA employees are members of the Orange County Employees Retirement System (OCERS) – a defined benefit retirement program. Additionally, OCFA offers a comprehensive benefits package including annual leave, holidays, sick leave, health insurance, dental plan, life insurance, and long-term disability insurance.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree in political science, public administration, or a related field and five (5) years of responsible professional-level experience analyzing and developing recommendations on complex legislative or governmental issues.



THE SELECTION PROCESS

Candidates are encouraged to apply by **Friday, August 29, 2025**. Early submittals are strongly encouraged. The review of resumes by Ralph Andersen & Associates will begin following the closing date. Electronic submittals are strongly preferred to apply@ralphandersen.com and should include a compelling cover letter and comprehensive resume.

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

REVIEW AND EVALUATION OF QUALIFICATIONS

Ralph Andersen & Associates will conduct an initial evaluation of the submitted materials to determine the best overall match with the established criteria outlined in this recruitment profile. The review and assessment of qualifications will be at the discretion of the OCFA, based on the most appropriate combination of experience and education that provides the necessary knowledge, skills, and abilities required for the position and aligns with the needs of the Orange County Fire Authority.

Questions regarding this position or the recruitment process should be directed to Ms. Heather Renschler at (916) 630-4900 or schedule a confidential discussion by emailing scheduling@ralphandersen.com. Confidential inquiries are welcomed. Candidates are encouraged to conduct further research on the Orange County Fire Authority website at ocfa.org.

***The Orange County Fire Authority
is an Equal Opportunity Employer/Drug Free Workplace.***

