

**MANAGER, BUSINESS SERVICES**

**DEFINITION**

Plans, supervises, assigns and participates in a variety of complex and responsible activities involving contracts, risk management administration, purchasing, and mail functions.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Director of Business Services.

Supervises technical and other staff positions.

**EXAMPLES OF DUTIES**

Administers all procedures related to contracts including the preparation, negotiation, and execution of contracts for the procurement, lease, or maintenance of equipment, materials, and services and assists in planning/design phases of campus renovation and special projects.

Administers the District's Risk Management program including general liability, construction and other insurance contracts and maintains records of insurance claims and settlements and requests, receives and analyzes insurance proposals, and makes recommendations for coverage.

Plans, assigns, supervises, and inspects the work of purchasing department personnel and assists in their training, evaluation, and selection in administering the purchasing functions.

Advises District officials on contract requests and purchases, and on the development, preparation, interpretations, and revision of technical specifications for the procurement and lease of materials and services for compliance with the law and District policies.

Explains and interprets rules, regulations, policies, and procedures pertaining to District contractual agreements to District personnel, representatives of other agencies, and prospective bidders.

Prepares written material and presents oral reports concerned with contracts, construction and special campus projects, for and to District personnel and committees and groups of administrative personnel.

Monitors mail functions for the District.

## **EXAMPLES OF DUTIES (continued)**

Monitors the conformance of business activities with the District policy and maintains District manual of policies and regulations.

Drafts items and reports for the agenda of the Board of Trustees and researches assigned topics, laws, bills, regulations and policies.

Confers with Information and Technology Services with respect to planning, development, procurement, implementation, maintenance and support for technology for the District.

Sets up functional aspects and develops and maintains procedures of procurement for the financial accounting system and trains District personnel with respect to such applications.

Performs research as needed to assist the Director of Business Services in developing effective procedures for business operations and improving efficiency assisting in evaluating, revising and implementing procedures of the office, and participates in long-range planning.

Assists Director of Business Services with construction contracts and correspondence claims to the State of California for capital projects, deferred maintenance, equipment and hazardous substances.

Performs related work as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles of supervision, training, and performance evaluations.

California Education Code, Government Code and Public Contract Code regulations involving community college operations.

Tort liability, contracts law and legal procedures.

Purchasing principles, procedures, terminology, and legal requirements of a school district.

Application of financial systems software programs for the maintenance of accounting records and financial administration.

Risk management.

Work function management and organization.

## **QUALIFICATIONS (continued)**

### **Ability to:**

Direct, and plan, assign and supervise work of others.

Deal effectively with District personnel, representatives of contractors, and legal advisers.

Prepare various types of contracts and other types of legal forms, analyze contracts, and resolve contract problems.

Operate a personal computer and perform the applications implemented by the District.

Devise improvements in risk management and purchasing methods and procedures.

Prepare clear and concise written and oral reports.

Understand and interpret laws, rules, policies and regulations.

Interpret and administer District policies and procedures.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

Bachelor's degree in business or closely related field; and three years of experience in public administration, contract administration, or law, which includes budgeting, contracts or purchasing, and analysis and development of operating procedures and policies, including one year of supervision.

### **Desirable Qualifications:**

Experience with school and/or college purchasing and contract procedures.