

DIRECTOR, BUSINESS SERVICES

DEFINITION

Plans, supervises, assigns and participates in a variety of complex and responsible activities involving the administration of purchasing and inventory, switchboard, construction contract administration, business insurance, and long-range planning.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Vice President, Administrative Services.

Supervises purchasing, switchboard, and mail operations staffs, and supportive clerical positions.

EXAMPLES OF DUTIES

Coordinates responsibility for development and articulation of Five-Year Capital Construction Plan for the District.

Prepares and administers capital construction contracts, develops appropriate contract language, and coordinates work with contractors, legal counsel, architects, Director of Facilities, and other college personnel.

Functions as liaison with the Community College Chancellor's Office in matters related to capital construction.

Develops and monitors capital construction (Fund .15) budget.

Responsible for facilities planning and space utilization plans/reports within the District.

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

Administers all the District's Business Insurance programs which include general liability, construction, property and other insurance contracts.

Maintains records of insurance claims and settlements.

Requests, receives and analyzes insurance proposals, and makes recommendations for coverage.

Performs research as needed to assist the Vice President, Administrative Services in developing effective procedures for business operations and improving efficiency.

Supervises the purchasing and contract function and develops bids, specifications and contract language. Advises cabinet on time limitations and code restrictions for bids.

Develops and maintains the fixed asset inventory.

Administers the personal services contracts for the District.

EXAMPLES OF DUTIES (continued)

Supervises buyers, purchasing assistants, switchboard operators, and mail operation staff, and related clerical personnel.

Assists the Vice President, Administrative Services in collective bargaining duties.

Monitors the conformance of business activities with District policy and assists in maintaining District manual of policies and regulations.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Education Code provisions relating to purchasing and capital construction.

Construction contracting and management.

Risk management procedures and policies.

Purchasing and contract procedures.

Work function management and organization.

Ability to:

Plan, assign, and supervise the work of others.

Prepare clear and concise written and oral reports.

Devise improvements in risk management and purchasing methods and procedures.

Establish and maintain effective relationships with District personnel, officials of other agencies and the public.

Interpret and administer District policies and procedures.

Operate a micro computer and computer terminal.

EMPLOYMENT STANDARDS

Minimum Requirements:

Five years of professional-level experience in general administration areas including budgeting, finance, risk management and purchasing, and the analysis and development of operating procedures and policies, including one two years of supervision.

Bachelor's degree from an accredited college or university with a major in Business, Public Administration, Fiscal Management or a related field.