

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, BUSINESS SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plan, organize, direct and control the activities, services and operations of the District risk management, purchasing, mail and duplication programs; coordinate committees and training related to District purchasing, risk management, mail and duplication issues; direct the procurement of supplies, equipment and services required by the District in compliance with Board policies and applicable State and Federal laws; direct District mail and duplication services at on-campus and off-campus mail/duplication centers; train, assign, supervise and evaluate assigned staff.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Vice President of Finance and Administrative Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize, direct and control the activities, services and operations of District risk management, purchasing, mail and duplication programs; allocate resources and personnel to assure the effective and efficient provision of services to the District.
2. Train, assign, supervise and evaluate assigned staff; establish standards of performance and methods of operation; assign and monitor work load and projects; discipline assigned staff according to established policies and procedures.
3. Develop and implement long-range plans, annual goals and objectives for the Business Services department; develop, modify and implement policies, procedures and systems.
4. Plan and direct systems and procedures for the effective procurement of supplies, equipment and services District-wide, including verification of availability of funds.
5. Develop procurement schedules; develop or secure bid specifications, bid instructions, contract documents and purchasing procedures for major purchases and construction projects; discuss, evaluate, develop and modify purchasing standards for District-wide use; advertise for formal bids and requests for proposals for supplies, equipment and services.
6. Develop and execute purchase orders, contracts and agreements on behalf of the District.
7. Interview and negotiate with vendors for construction, purchases, contracts and agreements; recommend awarding of contracts assuring consistency with State and Board policies and requirements; prepare written recommendations for the Governing Board.

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Business Services (Continued)

8. Plan, organize and direct the risk management program, including loss control, property, liability, student/professional liability, student accident insurance policies and student/employee accident prevention and reduction; investigate accidents and claims to coordinate implementation of loss control measures.
9. Coordinate with Student Health Services, athletic personnel and Safety Officer to remain current on student health, accident and safety issues.
10. Meet with insurance carriers to set appropriate levels of coverages and negotiate changes and renewals of contracts; communicate and cooperate with lawyers and insurance investigators on issues related to liability claims for damages filed against the District; prepare written recommendations for the Governing Board.
11. Plan, organize and control the collection and distribution of District and U.S. mail; assure processes comply with legal, federal and confidentiality requirements.
12. Assemble, prepare, monitor and control department budgets; authorize expenditures and assure adequate funding for purchases.
13. Interview vendors and contractors advising on District procedures; negotiate with contractors and vendors on negotiable items on contracts and agreements; monitor vendor and contract activity, billings and performance of contract compliance; meet with District personnel advising on District procedures; research and resolve complaints, concerns and other issues with District and contracted services personnel.
14. Coordinate assigned responsibilities with District departments to assure proper payments and availability of funds, proper bidding and execution of construction projects and promotion of District-wide safety.
15. Coordinate disposal of surplus District property.
16. Attend Board meetings to present background and recommendations on bids, purchase orders, liability claims, contracts and agreements, and disposal of surplus property; confer with District officials and employees relative to procedures, needs, specifications, complaints and special issues as related to assigned District functions.
17. Inspect and verify the proper completion and compliance with contract specifications; communicate with Fiscal Services regarding processing invoices for payment for services and materials.
18. Prepare a variety of reports and special studies pertaining to District purchasing, risk management, and mail and duplication services functions; develop and update manuals, policies, procedures and guidelines relative to assigned programs.
19. Attend and participate in a variety of conferences, committees and meetings to exchange and present information and to remain current on laws, safety issues, products, services, methods and technology related to assigned programs.
20. Support, implement and promote compliance with the District's Faculty and Staff Diversity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
21. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Business Services (Continued)

22. Participate in shared governance through service on planning and/or operations committees and task forces.
23. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, laws and regulations related to public sector procurement, mail and duplication services.
- Materials, equipment and supplies commonly used in a school district.
- Laws, codes, rules and regulations governing the administration of risk management programs including District liability, property, health, safety and CAL/OSHA.
- Analysis of claims data and cost projections.
- Principles of school district budgeting and accounting.
- Principles and practices of insurance including claims adjustment and settlement techniques.
- Methods, practices, terminology and procedures used in purchasing, risk management and benefits administration.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.
- District organization, operations, policies and objectives.
- Principles and practices of administration, supervision and training.
- Research methods and report writing techniques.
- Health and safety regulations.

Ability to:

- Plan, organize, direct and control the activities, services and operations of District risk management, purchasing, mail and duplication programs.
- Direct the procurement of supplies, equipment and services required by the District in compliance with Board policies and applicable State and Federal laws.
- Prepare and write complex formal bid and contract documents.
- Coordinate the District's risk management and benefits' programs including Worker's Compensation, liability, health, safety and loss prevention.
- Analyze District's insurance and safety needs.
- Read, interpret, apply and explain laws, rules, regulations, policies and procedures related to risk management and benefits programs.
- Negotiate and deal effectively with contractors, lawyers, insurance representatives, medical personnel, claims agents and others.
- Develop plans and programs to reduce claims and costs to the District.

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Business Services (*Continued*)

- Interpret, explain and apply sections of State Education Code and other applicable laws.
- Train, supervise and evaluate personnel.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Meet schedules and timelines.
- Train, supervise and evaluate personnel.

EXPERIENCE AND EDUCATION

Any combination equivalent to a Bachelor's degree in business administration, purchasing or related field and five years increasingly responsible business and managerial experience, including two years involving government contracts and purchasing activities and one year in a supervisory or managerial capacity. Possession of a valid California driver's license.

WORKING CONDITIONS

Office environment; subject to being outdoors and driving to various sites to inspect for safety as well as services and products provided by contractors.