



Classification Title: Director, Business Services

Department: Business Services

FLSA Status: Exempt

Staff Category: Administrative Association (Classified Administrator)

Salary Range: 69

Supervision Received From: Assistant Superintendent/Vice President, Finance and Administrative Services

Original Date: July 2012

Supervision Given: Administrative, supervisory, classified, hourly, and volunteer employees

Last Revision: April 2022

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.

JOB SUMMARY.

Responsible for planning, organizing, directing, and controlling the activities, services, and operations of the District's contract services; purchasing; environmental and occupational health and safety programs and services, including risk management, emergency preparedness and operations; warehouse; mailroom; and auxiliary services programs and operations.

DISTINGUISHING CHARACTERISTICS.

The Director, Business Services is distinguished from other administrative classes within the Finance and Administrative Services division by its responsibility for providing leadership and direction for the District department of Business Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, collective bargaining agreements, and handbooks which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, organizes, directs, and controls the activities, services and operations of District, contract services, purchasing services, environmental health and safety, risk management, warehouse, mailroom and contracted auxiliary programs and operations including the Bookstore and Food Services; allocates resources and personnel to assure the effective and efficient provision of services to the District.
3. Develops and implements long-range plans, annual goals, and objectives for the Business Services department; develops, modifies, and implements policies, procedures, trainings, and systems.
4. Develops, implements, and secures contracting procedures, bid specifications, bid instructions, contract documents and procedures for major procurement and construction projects; evaluates, develops, and modifies contracting standards for Districtwide use; advertises for formal bids and requests for proposals (RFPs); develops and executes contracts and procurement agreements on behalf of the District.

5. Recommends the award of procurement, construction, materials, and service contracts assuring compliance with federal and state laws and Governing Board policies, procedures, and requirements and prepares written recommendations for the Governing Board.
6. Assembles, prepares, monitors, and controls department budgets; authorizes expenditures and assures adequate funding for purchases.
7. Interviews vendors and contractors advising on District procedures; negotiates with contractors and vendors on negotiable items on contracts and agreements; monitors vendor and contract activity, billings and performance of contract compliance; meets with District personnel advising on District procedures; researches and resolves complaints, concerns and other issues with District and contracted services personnel.
9. Coordinates assigned responsibilities with District departments to assure proper payments and availability of funds, proper bidding, and execution of construction projects.
10. Attends Governing Board meetings to present information and recommendations regarding bids, liability claims, contracts and agreements, and disposal of surplus property; confers with District officials and employees relative to procedures, needs, specifications, complaints, and special issues.
11. Inspects and verifies the proper completion and compliance with contract specifications; communicates with the Fiscal Services department regarding processing invoices for payment for services and materials.
12. Oversees contracted auxiliary services operations; negotiates and administers the contracts for Bookstore and Food Services nutritional services operations.
13. Coordinates contractor and District efforts to facilitate services to students and District faculty and staff.
14. Prepares a variety of reports and special studies pertaining to District contracting, purchasing, and auxiliary services oversight functions; develops and updates manuals, policies, procedures, and guidelines relative to assigned programs
15. Develops, implements, and administers risk management programs designed to minimize losses and to assure the efficient and economical operation of the District's liability, workers' compensation, and loss-control programs

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Management principles and practices.
2. Procurement and contracting services, principles, practices, laws and regulations related to the public sector.
3. Materials, equipment and supplies commonly used in a community college district.
4. Claims, data analysis and cost projections principles, practices, and methodologies.
5. Governmental budgeting and accounting principles and practices.
6. Insurance principles and practices, including claims adjustment and settlement techniques.
7. Procurement principles, practices, procedures, methodologies, and terminology.
8. Community college organization, operations, policies, and objectives.

9. Contract administration principles and practices.
10. Methods, practices, terminology, and procedures used in purchasing.
11. Public relations principles and practices, including the use of tact, patience, and courtesy.
12. Applicable sections of California Education Code and other federal and state laws and regulations relevant to assigned areas of responsibility.
13. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications including complex database software, enterprise systems, and other applications relevant to the assignment.
3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing, administering, and maintaining multiple large budgets.
6. Analyzing and Interpreting complex data and information.
7. Communicating clearly and concisely, orally and in writing.
8. Preparing and providing presentations to audiences of varying sizes.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Compiling and organizing data from a variety of sources.
12. Maintaining accurate and complete records.
13. Maintaining confidentiality and discretion in performing work.
14. Planning, organizing, directing, and controlling the activities, services, and operations of contracts, purchasing, and auxiliary services. Directing the procurement of supplies, equipment and services required by the District in compliance with Governing Board policies and applicable federal and state laws and regulations.
15. Preparing and writing complex formal bids, requests for proposals, and contract documents.
16. Reading, interpreting, applying, and explaining laws, rules, regulations, policies, and procedures related to assigned areas of responsibility.
17. Negotiating and dealing effectively with contractors, lawyers, insurance representatives, medical personnel, claims agents and others.
18. Directing contracting for construction, goods, and services in compliance with applicable policies and laws.

Experience and Training Guidelines

A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience in business services relevant to contracts and purchasing, including experience working with government contracts and purchasing activities, and two years of supervisory experience.

Education/Training:

A bachelor's degree from an accredited college or university in business administration or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate valid California Driver's License by time of appointment. Professional Designations in Procurement/Supply Chain Management, Contract Administration, Risk Management or other areas within Business Services.

Preferred Qualifications:

1. A master's degree from an accredited college or university.
2. One or more professional designation(s) in Procurement/Supply Chain Management, Contract Administration, or Risk Management.

WORKING CONDITIONS.

Environmental 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. This position requires occasional travel to District and other locations.

Physical Conditions:

Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.