Director of Purchasing, Contracts and Risk Management - - (CL10-38)

Updated Qualifications supersedes previous Job Announcement
CL10-30 (dated 09/02/2010)

College Web Address: www.cabrillo.edu

Initial screening of applications will begin on Wednesday, December 22, 2010; however, applications will be accepted until the position is filled.

About the Position:
Under general direction of the Vice President, Administrative Services, the Director of Purchasing, Contracts and Risk Management is responsible for directing and supervising operational activities of purchasing, mailroom, duplications, warehouse and overseeing the food services functions of the College; performs management duties within the Administrative Services organizational structure; directs and coordinates specific District wide risk management functions and activities; and provides support functions for College programs as assigned.

Position Duties and Responsibilities:

Purchasing:
- Organizes, directs and implements a comprehensive College purchasing program to provide equipment, materials, and services efficiently and economically
- Manages purchasing processes (to include all formal bidding required) to comply with federal, state, and district requirements and sound business practices
- Reviews all purchase orders and maintains follow-up procedures on late or partial deliveries
- Hires, assigns, supervises, and evaluates the work of purchasing, warehouse, mailroom, duplications, and other assigned staff
- Plans and manages budget for the purchasing department, warehouse, mailroom, duplications, district utilities, district maintenance service, and food services for approval by the Vice President, Administrative Services
- Develops recommendations for changes and improvements in purchasing and receiving policies and procedures to increase cost effectiveness of the purchasing program
- Establishes purchasing standards and controls expenditures to these standards
- Acts as primary liaison with vendors, College departments, local and state agencies, and the public on issues and questions concerning purchasing
- Evaluates vendor and product performance as necessary; compares performance to standards, specifications and terms of contracts; takes appropriate action; maintains insurance records for active vendors as appropriate
- Implements and maintains a fixed asset accounting program/inventory process
- Automates the purchasing, inventory and warehouse functions

Contracts:
- Reviews and manages District contracts and lease agreements

Risk Management:
- Manages District risk management program to include developing, implementing and disseminating plans, policies, standards, and procedures for effective risk management and control
- Evaluates extent of risk exposure and, where feasible, develops programs to minimize financial risk to the District
- Reviews workers’ comp and insurance claims and works with insurer to resolve

Transportation:
- Oversees the development and administration of the annual transportation and parking program fund budget
- Forecasts funds needed for transportation program staffing, equipment, materials, and supplies; monitors and approves expenditures, and implements adjustments
- Serves as liaison with campus security regarding parking related issues
Related Duties:
- Compiles and maintains statistical data and generates reports
- Participates as a member of the District Safety Committee
- Serves on college committees as required or assigned
- Attends workshops, conferences and meetings related to college business, purchasing and other assigned operations
- Performs special projects related to Administrative Services as assigned
- Performs related duties as required or assigned

Updated Qualifications (in bold)

Education and Experience:
Education equivalent to a Bachelor's degree which will provide the knowledge and abilities noted below AND four years of increasingly responsible professional level administrative experience, including two years experience in purchasing, which has provided the knowledge and abilities outlined below. Previous supervisory experience required.

Knowledge of:
- General purchasing procedures and competitive bidding processes
- Computer applications including word processing, spreadsheet, database and accounting software
- General knowledge of and the ability to apply the principles and practices of program administration, office management and budgetary control
- Risk management programs and procedures for effective risk management
- Budget preparation and management for multiple cost centers
- Contract preparation and management
- Insurance regulations related to property and liability and workers’ compensation

Ability to:
- Analyze complex information related to purchasing, contracts, risk management, and transportation program activities
- Understand, interpret and apply a variety of laws, regulations and litigation concerning District contracts
- Perform duties in compliance with applicable College rules and regulations, policies and procedures
- Effectively train, supervise and evaluate the activities of others
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with faculty, staff and College administration
- Consistently perform under the pressure of deadlines and other administrative demands

Desired:
- Bachelor’s degree in accounting, finance, business, public administration or a related field
- Knowledge of public sector purchasing procedures and competitive bidding
- Familiarity with the California Workers' Compensation system
- Familiarity with administration of property and liability insurance budgets and claims
- Two years experience in insurance or corporate/public sector risk management

Other Requirements:
- Must possess and maintain a valid California Class C driver’s license during the course of employment

Working Conditions

Environment:
- Office environment

Physical Demands:
- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Seeing to read and analyze financial reports
Salary:
Current eight-step schedule ranges from $5,819 to $8,187 per month, plus fringe benefits. Full time (225-day) management assignment, 12 months per year, Monday through Friday, with evenings and/or weekends as needed. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply:
Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:
a) Completed and signed Cabrillo College classified employment application  
b) Resume – job related  
c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) Criminal History Inquiry Supplemental to Application  
e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)  
   ● Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested  
f) Copy of current driver’s license

* If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure:
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline:
Initial screening of applications will begin on Wednesday, December 22, 2010. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.