DIRECTOR OF PURCHASING, CONTRACTS, RISK MANAGEMENT AND AUXILIARY SERVICES  
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Purchasing, Contracts, Risk Management and Auxiliary Services organizes, directs and supervises District purchasing and contracting activities and is responsible for directing various auxiliary services, and the direction and coordination of the District’s risk management program.

SCOPE

Under general direction of the Vice President, Administrative Services, directs and supervises purchasing, contracts, the mailroom, district printing, warehouse, and external vendor contracts for operations of the bookstore, food, and vending services of the District; performs management duties within the Administrative Services organizational structure; directs and coordinates District wide risk management functions and activities; analyzes, interprets, proposes and implements District policy; and provides support functions for College programs as assigned.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

Purchasing:
- Organizes, directs and implements a comprehensive College purchasing program to provide equipment, materials, and services efficiently and economically (E)
- Manages purchasing processes required (to include all formal bidding and Request for Proposals) to comply with federal, state, and district requirements and sound business practices (E)
- Reviews all purchase orders and maintains follow-up procedures on late or partial deliveries (E)
- Hires, trains, supervises, and evaluates the work of purchasing, warehouse, mailroom, district printing, and other assigned staff (E)
- Plans budget for the purchasing department, warehouse, mailroom, district printing, district utilities, and food services for approval by the Vice President, Administrative Services (E)
- Develops recommendations for changes and improvements in purchasing and receiving policies and procedures to increase cost effectiveness of the purchasing program (E)
- Establishes purchasing standards and controls expenditures to these standards (E)
- Acts as primary liaison with vendors, College departments, local and state agencies, and the public on issues and questions concerning purchasing (E)
- 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 (E)
- Implements and maintains a fixed asset accounting program/inventory process (E)
- Automates the purchasing, inventory, and warehouse functions (E)
EXAMPLES OF DUTIES (cont’d)

Contracts:
- Reviews, writes, revises, and manages District contracts (E)
- Interprets and advises the District on legal requirements, codes, regulations, and policies (E)
- Analyzes and coordinates the input of various District consulting counsel in the arenas of public agency law, business law, contracting, education and public contract code, and labor law (E)
- Serves as the District contract administrator for food services and vending contracts, designed as revenue producing cost-centers of the Auxiliary Services department (E)
- Manages the District’s compliance with public records requests (E)

Risk Management:
- Manages District risk management program to include developing, implementing and disseminating plans, policies, standards, and procedures for effective risk management and control (E)
- Evaluates extent of risk exposure and, where feasible, develops programs to minimize financial risk to the District (E)
- Serves as representative or alternate representative to District Joint Powers Authorities, making coverage, policy, budget and claims settlement recommendations and voting on behalf of the District (E)
- Supervises the management of District property and liability claims (E)
- Coordinates the gathering of information and analysis of data necessary for the renewal of District insurance coverage (E)

Bookstore:
- Supervises and administers outside vendor contracts; manages and provides District oversight for the District Bookstore (E)
- Manages the bookstore vendor contract to ensure contract compliance and District revenue collection (E)
- Ensures compliance with District policies and procedures, education code and other pertinent controlling regulations (E)
- Supervises District employees who work in leased Bookstore operations (E)

Related Duties:
- Compiles and maintains statistical data and generates reports (E)
- 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, which may require driving to offsite facilities
- Performs special projects related to Administrative Services as assigned
- Performs related duties as required or assigned

(E) = designates an essential function
QUALIFICATIONS

Education and Experience:

A Bachelor’s degree from an accredited four-year college or university, with major coursework in accounting, finance, business, public administration or a related field 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
- Principles, procedures, methods, techniques, and strategies relative to the management of auxiliary service programs
- Laws, rules, and regulations, and codes related to assigned duties and activities
- General knowledge of and the ability to apply the principles and practices of program administration, office management and budgetary control
- Budget preparation and management for multiple cost centers
- Risk management programs and procedures for effective risk management
- Effective leadership, managerial techniques, and supervisory principles and practices
- Computer applications including word processing, spreadsheet, database and accounting software

Ability to:

- Analyze complex information related to purchasing, contracts, risk management, and lease agreements
- 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
- Maintain accurate financial records; perform short and long-range budget, financial, and operating planning
- Effectively resolve disputes, analyze situations, evaluate alternatives and make creative and sound recommendations
- Provide leadership and 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:

- 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
LICENSES AND OTHER REQUIREMENTS

- Possession of and ability to maintain a valid California driver's license and a safe driving record 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

AUTHORITY/RESPONSIBILITY

The Director of Purchasing, Contracts, Risk Management and Auxiliary Services has direct supervision of designated classified employees for purchasing, warehouse, district printing, the mailroom, bookstore and other assigned functions; and is responsible for providing technical risk management and safety information and direction for all segments of the college.

Established: July 12, 1999
Revised: September 13, 2004
Revised: May 3, 2010
Revised: June 10, 2013