

South Orange County Community College District

Executive Director of Business Services

Initial Screening Date 08/15/2017

Pay Range: 23 - at \$151,632 to \$213,372 (salary placement in the salary range will be based upon comparable experience and qualifications; increases are given annually thereafter up to highest step)

Classification Benefits:

The District offers a comprehensive package of insurance benefits to eligible employees, which includes medical and dental insurance, a vision-care plan, life insurance and dependent life coverage, accidental death and dismemberment coverage, and a long-term disability income-protection plan. All premiums are fully paid by the District. Mandatory retirement incentive is with California Public Employees Retirement System (CalPERS).

PLEASE NOTE: In order to be considered for this opening, you must apply through the District website at <https://jobs.socccd.edu>

Summary Description:

To plan, organize, coordinate and direct the District's centralized purchasing, contracting, risk management, material management, and related functions, including purchasing, contract administration, capital project equipment and procurement, District-wide procurement standards, Procurement Card program development and administration, contracting operations, property, liability, worker's compensation and other risk management programs relating to the District's self-insurance and conventional insurance coverage including claims' activity management, records management, mail and courier services, shipping and receiving, warehouse operations, central stores, fixed asset management, material safety data sheets, and surplus disposal program.

Working cooperatively with the Vice Chancellor of Business Services and ensure that areas of assignment are operating within appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; ensure timely and accurate submission of required reports; coordinate with other departments, vendors, consultants, and outside agencies in matters related to areas of assignment; supervise and evaluate the performance of assigned staff; and provide responsible and complex support to Vice Chancellor of Business Services; ensure that areas of assignment maintain strict ethical and legal practices; review related operating policies and procedures periodically and implement improvements.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; and encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and an interest based approach to problem solving.

SUPERVISION RECEIVED AND EXERCISED:

Receives Business direction from the Vice Chancellor of Business Services.

Exercises functional and technical supervision over the Purchasing Manager, Risk Manager, Central Services Manager, Contracts Specialist, consultants and other personnel as assigned.

Knowledge of:

- Americans with Disabilities Act and OSHA requirements.
- Applicable sections of the California Education Code, Public Contract Code, Government Code, Uniform Commercial Code, Business and Professions Code and other applicable laws, codes and legislative mandates.
- California multi-campus community college organization, operations and objectives.
- California tax structures for goods and services.
- Commodity markets and pricing methods.
- Current information technology and systems, including implementation and maintenance of an automated purchasing and fixed assets management system, control applications, and contract management system. Current international, national, and local business and economic conditions.
- Modern office methods, practices, procedures and equipment.
- Oral and written communication skills.
- Principles and practices of management, including public cost accounting, budget preparation and administration, marketing, inventory control, cost benefit analysis, contract negotiations, dispute resolution, organization planning, business communication and report writing, storekeeping and warehousing.
- Principles and practices of risk management activities such as risk identification/reduction, loss control, asset protection, employee safety, workers' compensation programs, etc.
- Principles and practices of training, supervision and performance evaluation.
- Quantity buying procedures and market pricing, trends and sources.
- Proper storage, use, handling and disposal of toxic chemicals and other hazardous materials.
- Sources for goods and services typically used in California community colleges.
- State, county and District organization, operations, policies, procedures and objectives.
- State-of-the-art theories, principles, practices, procedures, techniques, methods, and legal requirements of public procurement, contract administration, and material management, including emerging legal concepts pertaining to electronic commerce.
- Technical aspects of field of specialty.
- Trends of manufacturing and production.
- Types of supplies, materials and equipment commonly used by the District.
- Workers compensation law and requirements, safety loss control and risk management principles.

Ability to:

- Analyze and monitor contractual agreements and insurance policy matters.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze situations accurately and adopt an effective course of action.
- Analyze, classify and rate risks, exposure and loss expectancies.
- Collect, compile and analyze data.
- Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
- Demonstrate commitment to a comprehensive, student-oriented environment that facilitates learning and student development.
- Demonstrate commitment to the community college concept, including the open door philosophy and a diverse employee and student population.
- Demonstrate dedication to keeping individuals informed, while seeking their opinions and providing a range of purchasing and contract services.

- Demonstrate dedication to the improvement of the educational process.
- Demonstrate interpersonal skills using tact, patience, and courtesy.
- Demonstrate sensitivity to all facets of the community including the needs of various groups comprised within.
- Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.
- Evaluate quality and price of products and services to judge suitability and alternatives.
- Exercise initiative and work independently with minimum administrative direction.
- Exercise leadership to advance the District's mission.
- Facilitate communication and understanding of perspectives among management, faculty, staff, students, and the community, within the framework of a multi-college district.
- Interpret and respond to market prices and trends.
- Interpret, apply and explain statutes, regulations, policies, legislative mandates and legal opinions.
- Investigate and resolve complaints and accomplish conflict resolution.
- Learn specialized software applications.
- Maintain records and prepare reports; administer workers' compensation, liability, and property claims.
- Maintain the highest level of ethical behavior and ensure auditable compliance with all departmental operations.
- Meet schedules and timelines.
- Negotiate with vendors and contractors to obtain best prices and contracts.
- Operate computer and applications software, including database management, spreadsheet, word processing and specialized software related to area of assignment.
- Operate other modern office equipment, such as calculator, printer, copier and scanner.
- Participate in the planning process while participating in the achievement of the goals and priorities of the District as a whole.
- Participate in the process, development, and achievement of the District's vision, and communicate that to staff.
- Plan, organize and administer a variety of diverse operations in a multi-site campus setting.
- Prepare and maintain complex and comprehensive records, reports and recommendations.
- Prepare and manage budgets for assigned programs.
- Relate effectively to and work cooperatively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.
- Select, train, supervise and evaluate the performance of assigned personnel.
- Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
- Work cooperatively and responsively with all segments of the Colleges, District and community at large.

Education and Experience Guidelines:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in business or public administration, purchasing or related field. A Master's Degree in a related field is desirable.

Experience:

At least four years of increasingly responsible professional experience directly related to purchasing, contract administration, public works contracts and material management, including at least three years in a management position, preferably in an educational or other public agency, including at least one year in a supervisory capacity. Required experience includes preparation of formal sealed bids and recent use of state-of-the-art computerized financial/accounting system. Coursework in legal studies or contract law is highly desirable.

License or Certificate:

Valid California driver's license. National certification as a Certified Purchasing Manager (CPM) is desirable.

To Apply:

Please visit the District's Employment Opportunities website at <https://jobs.socccd.edu> for a detailed job description, to learn more about the District and to complete an on-line application.

NOTICE TO ALL CANDIDATES FOR EMPLOYMENT: The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. EQUAL OPPORTUNITY EMPLOYER