

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF PROCUREMENT, CENTRAL SERVICES, & RISK MANAGEMENT

SUMMARY DESCRIPTION

Under the administrative leadership and direction of the Vice President for Business & Financial Affairs, plan, organize, direct, and manage the daily activities and operations of District-wide procurement of goods and services, contract administration, mail, District driver services, shipping and receiving, warehouse operations, central stores, fixed asset management, Office Support Services, risk/loss control, and property liability; direct and monitor staff activities to ensure customer requirements are met; ensure material and service requirements of the District are met in a timely, efficient, cost effective and ethical manner; provide oversight of all purchases in compliance with federal, state, and District procurement regulations, policies, and procedures; design, develop and implement loss prevention programs with a focus on limiting property liability and casualty losses.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, direct, and manage a wide variety of program components (e.g. procurement of goods and services including purchasing, contracts administration, public works contracting, capital project equipment procurement; activities of Central Services including mail, District driver services, shipping and receiving, warehouse operations, central stores, fixed asset management, and Office Support Services functions and services; risk/loss control including property insurance, etc.) for the purpose of ensuring effective department functioning and compliance with state, federal and/or District regulations. **E**
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies, procedures, and programs to maximize cost effectiveness and value to the District. **E**
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within division policy, appropriate service and staffing levels. **E**
4. Oversee and participate in the development and administration of the annual budget for assigned areas of responsibility; participate in the forecast of funds; monitor and approve expenditures; implement adjustments. **E**
5. Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures; organize and meet with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities. **E**
6. Participate in the selection of new personnel for assigned areas of responsibility; train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. **E**
7. Analyze, interpret, provide advice, and ensure compliance with applicable legal guidelines and rulings, federal and state laws, business law, Uniform Commercial Code, Public Contract Code, California Education Code, and other governmental regulations related to assigned operations and functions to ensure District compliance; confer with legal counsel on issues pertaining to assigned areas as required. **E**
8. Manage and administer the procurement of goods and services in a centralized environment, including complex service contracts and capital equipment and furnishings purchases. **E**

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9. Plan, organize, and administer all contracting activities of the District, including supervision of the development, solicitation, evaluations, and negotiations of bids and proposals to assure maximum cost effectiveness and minimal legal liability of the District. ***E***
10. Administer contract review of all District contracts, memorandums of understanding, and independent contractor agreements, including the review of insurance and indemnification language in District contracts to control transfer of risk. ***E***
11. Plan, organize, and administer the logistical requirements and material management functions of the District, including the management of capital equipment, shipping and receiving, warehouse operations, and surplus disposal operations. ***E***
12. Maintain fixed asset inventory of equipment purchases and disbursements; dispose of surplus property and salvage materials through private or public sales, auctions, contracts, or donations. ***E***
13. Plan, organize, and administer central services functions and activities including but not limited to the multi-campus mail and District driver services, Copy Center operations, Office Support Services, Print Shop operations, and central stores; interact as necessary with U.S. Postal Service and various package delivery and overnight delivery systems; ensure adequate stocking of various areas through material requirements planning and distribution. ***E***
14. Assess and analyze District's exposure to risk; design, implement, and direct an overall risk management program; develop and manage risk avoidance, risk transfer, risk sharing and risk financing options for the District's property, casualty and general liability programs and related services for the purpose of maximizing effectiveness and efficiency while minimizing the District's insurance liability. ***E***
15. Administer District's property/liability and student/athletic accident insurance programs including needs assessment; recommend specifications for insurance purchases; maintain current insurance values for buildings, contents and equipment; manage special insurance programs (e.g. nursing professional liability, foreign liability, special events insurance, etc.). ***E***
16. Review incident reports, claims submission, investigation, and maintenance of required District claims records; represent the District at hearings and conferences with limited authority to propose and/or accept settlement offers and attend court proceedings related to liability and property issues; act as mediator in the effective resolution of various claims, situations and conflicts. ***E***
17. Oversee, participate in, and conduct a variety of studies and investigations and the preparation of periodic reports; prepare a variety of statistical and narrative reports including governing board reports, Chancellor's Office reports, documents, and other materials. ***E***
18. Represent the District in meetings with government agencies, corporations, local community groups, professional associations, and other organizations; provide active participation and support of cooperative purchasing/contracting efforts in conjunction with a variety of national, state, and local agencies. ***E***
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of purchasing, contracting, and central services program development and implementation.
20. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of comprehensive procurement, central services and risk management programs.

Principles and practices of program development and administration.

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Pertinent federal, state, and local laws, codes, and regulations including contract and business law as well as applicable sections of the California Education Code, Title 5, public contract codes, and other applicable laws, administrative regulations, and legislative mandates.
Principles, practices, methods, and procedures related to assigned functions.
Advanced principles and practices of public purchasing and contract administration.
Fixed asset management and control applications.
Principles and practices of loss reduction and loss control programs.
Principles of organization, administration, and management.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Information technology and systems including implementation and maintenance principles and practices of an automated purchasing and fixed assets management system.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Advanced oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.

Ability to:

Plan, manage, direct, and provide effective leadership for multiple program components, which may include the District's procurement, central services, and risk management functions.
Plan, organize, and administer a variety of diverse operations in a multi-site campus setting.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Develop and implement programs to meet the District's goals and objectives.
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply applicable federal, state, and District policies, laws, statutes, regulations, legislative mandates and legal opinions.
Identify and respond to sensitive organizational issues, concerns, and needs.
Investigate and resolve complaints and accomplish conflict resolution.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Maintain the highest level of ethical behavior and ensure auditable compliance with departmental operations.
Participate in the planning process while participating in the achievement of the goals and priorities of the District as a whole.
Plan, organize, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Prepare and present comprehensive, effective oral and written reports.
Prepare and administer an operational budget.
Conduct meetings and serve on committees.
Work successfully with District faculty, administrators, and staff as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree with major course work in business administration, public administration, purchasing, or a related field and seven years of increasingly responsible purchasing, contracting, and material management experience including five years of management and

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supervisory experience. Experience in preparation of formal sealed bids is required. Experience managing risk/loss control programs highly desirable.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

Certified Purchasing Manager (C.P.M.) Credential desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created: February, 2007
Johnson & Associates

Revised: October, 2009 (replaces Director of Purchasing & Contracts)
Johnson & Associates

Revised: April, 2012 (replaces Director of Purchasing, Contracting & Central Services)
Forsberg Consulting Services

Revised: June 2012
Human Resources