

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**DIRECTOR, PROCUREMENT, CENTRAL SERVICES & RISK MANAGEMENT**

**DEFINITION**

Under general direction, plans, organizes, and manages the operations and activities of District-wide procurement of goods and services, central services, and risk management; supervises and evaluates the performance of assigned staff; and performs related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Vice President, Business and Financial Affairs. Exercises direct and general supervision over supervisory, technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a Department Director classification that plans, manages, and oversees the daily functions, operations, projects, and activities of the Procurement, Central Services, and Risk Management programs, including research, outreach, partnership development, strategic planning, and special projects. This class provides assistance to the Vice President, Business and Financial Affairs in a variety of administrative, coordinative, analytical, and liaison capacities.

**EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

1. Plans, organizes, and manages the procurement of goods and services including complex service contracts, purchase of furnishings, public works contracting, and capital project equipment procurement; directs activities of Central Services including mail, District driver services, shipping and receiving, warehouse operations, central stores, fixed asset management, and Office Support Services functions; manages risk and loss control including property and liability insurance; ensures effective department functioning and compliance with state, federal and/or District regulations.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies, procedures, and programs to maximize cost effectiveness and value to the District.
3. Oversees and participates in the development and administration of the annual budget for assigned areas of responsibility; participates in the forecast of funds; monitors and approves expenditures; implements adjustments.
4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within division policy, appropriates service and staffing levels.
5. Plans, directs, and coordinates the work of assigned staff; reviews and evaluates work products, methods, and procedures; organizes and meets with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities.
6. Participates in the selection of new staff; trains, motivates, and evaluates assigned staff; provides or coordinates staff training; coaches staff toward improved performance; recommends and implements discipline and termination procedures.
7. Analyzes, interprets, provides advice, and ensures 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; confers with legal counsel on issues pertaining to assigned areas as required.

8. Plans, organizes, and administers 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; reviews all District contracts, memoranda of understanding, and independent contractor agreements, including insurance and indemnification language in District contracts to control transfer of risk.
9. Plans, organizes, and administers the logistical requirements and material management functions of the District; manages capital equipment, shipping and receiving, warehouse operations, and surplus disposal operations.
10. Maintains fixed asset inventory of equipment purchases and disbursements; disposes of surplus property and salvage materials through private or public sales, auctions, contracts, or donations.
11. Directs central services functions and activities including but not limited to the U.S. mail processing and District driver services, Print Shop operations, Office Support Services, Print Shop operations, and central stores.
12. Assesses and analyzes District's exposure to risk; designs, implements, and directs an overall risk management program; develops and manages 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.
13. Administers District's property/liability and student/athletic accident insurance programs including needs assessment; recommends specifications for insurance purchases; maintains current insurance values for buildings, contents and equipment; manages special insurance programs, including nursing professional liability, foreign liability, and special events insurance.
14. Reviews incident reports, claims, investigative reports, and required District claims records; represents the District at hearings and conferences to propose and/or accept settlement offers within limits of authority; attends court proceedings related to liability and property issues; acts as mediator in the effective resolution of various claims, situations and conflicts.
15. Oversees, participates in, and conducts a variety of studies and investigations and the preparation of periodic reports; prepares a variety of statistical and narrative reports including governing board reports, Chancellor's Office reports, documents, and other materials.
16. Represents the District in meetings with government agencies, corporations, local community groups, professional associations, and other organizations; provides active participation and support of cooperative purchasing/contracting efforts in conjunction with a variety of national, state, and local agencies.
17. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing, contracting, and central services; researches emerging products and enhancements and their applicability to District needs.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

- Operations, services, and activities of comprehensive procurement, central services, and risk management programs.
- Advanced principles and practices of purchasing and contract administration.
- Fixed asset management and control applications.
- Principles and practices of loss reduction and loss control programs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Principles and practices of record keeping.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

**Ability to:**

- Provide administrative and professional leadership and direction for the department and assigned program areas.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Select, train, motivate, and evaluate the work of staff; train staff in work methods and procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field and five (5) years of supervisory or administrative experience in purchasing, contracting, or risk management.

**LICENSES AND CERTIFICATIONS:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment is desirable.

Possession of, or ability to obtain, a Certified Purchasing Manager (CPM) certificate from the National Association of Purchasing Managers is desirable.

**DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The incumbent must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbent must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Director, Procurement, Central Services & Risk Management - *Continued***

upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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*Johnson & Associates*

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*Johnson & Associates*

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*Human Resources*

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*Koff & Associates*