



## POSITION DESCRIPTION

### Associate Director of Business Services

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**Position** ..... Associate Director of Business Services  
**Department/Site** ..... Administrative Services  
**FLSA** ..... Exempt  
**Evaluated by** ..... Director of Business Services  
**Salary Range** ..... M-29

#### **Summary**

Under the general direction of the Director of Business Services, the Associate Director of Business Services provides oversight and assistance in the management, planning and coordination of business support services, including purchasing, contract management, risk management, environmental health and safety, transportation coordination, inventory control and warehouse operations.

#### **Essential Duties and Responsibilities**

- Oversees and assists with the management of the District's comprehensive purchasing and contracts management program.
- Develops and reviews a variety of contracts/agreements, including insurance coverage provisions and documentation on all construction contracts, consulting agreements, leases, purchase agreements and grant contracts.
- Assures compliance with all legal requirements related to purchasing, risk management, and environmental health and safety, including the review of contracts with outside vendors, entities or agencies.
- Assures compliance with applicable federal, state and county laws and regulations, and District policies and procedures.
- Assists with the development and management of the District's risk management program, including workers' compensation, general property and liability and other related insurance programs.
- Assists with the oversight and management of the District's bidding procedures and practices, including the development of requests for proposals.
- Assists with the oversight and management of the District's transportation coordination and warehouse, including inventory control and management of the District's fixed assets.
- Assists with identification of state or other funding for construction projects.
- Participates and assists with the District's emergency preparedness program.
- Communicates District policy and administrative decisions to assigned personnel.
- Administers the collective bargaining agreements between the District and the classified union.
- Creates an atmosphere of collegiality, supports the goals of shared governance, and serves on a variety of committees.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

#### **Knowledge, Skills and Abilities**

- Knowledge of Public Contract Code and procurement best practices.
- Knowledge of overall organization, functions, and programs of the District.
- Knowledge of District policies, procedures, and activities.
- Knowledge of proper methods of storing and inventory of equipment, materials, and supplies.

- Knowledge of contract language and risk management best practices.
- Knowledge of applicable laws, rules, and regulations related to the position.
- Knowledge of principles and practices of supervising and training.
- Knowledge of basic record keeping techniques.
- Knowledge of appropriate safety precautions, procedures, and Cal/OSHA requirements.
- Ability to perform the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Ability to effectively prioritize workloads.

**Education and Experience**

- Possession of a bachelor's degree.
- Minimum of two years of demonstrated experience as a manager or in a leadership role with significant responsibility related to business administration, purchasing, contracts or risk management.
- Demonstrated experience in the use of enterprise resource planning (ERP) systems such as Banner, or equivalent for procurement and financial operations.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.