

POSITION DESCRIPTION

Director of Business Services

Position Director of Business Services
Department/Site Finance and Administrative Services
FLSA Exempt
Evaluated by Vice President of Finance and Administrative Services
Salary Range M-65

General Description

Under the direction of the Vice President of Finance and Administrative Services, this classification is responsible for managing business support services, including risk management, environmental health and safety, contract management, purchasing, inventory control and warehouse operations.

Essential Duties and Responsibilities

- Develops and manages the District's risk management program, including workers' compensation, general property and liability and other related insurance programs.
- Develops and manages the District's comprehensive purchasing and contracts management program.
- Assures compliance with all legal requirements related to risk management, environmental health and safety, and purchasing—including the review of contracts with outside vendors or entities.
- Assures compliance with applicable federal, state, and county laws and regulations, and District policies and procedures.
- Develops and manages the District's purchasing program and contract development.
- Oversees and reviews insurance coverage provisions and documentation on all construction contracts, consulting agreements, leases, purchase agreements and grant contracts to ensure appropriate insurance and indemnification language.
- Develops and manages District bidding procedures and practices.
- Develops and manages the operations of the District warehouse, including inventory control.
- Participates and assists with the District's emergency preparedness program.
- Maintains positive working relationships with other departments on campus.
- Represents the District with other agencies, individuals or groups pertaining to Business Services.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Participates in the selection and hiring of personnel.
- Trains, supervises, evaluates and directs the work of personnel in assigned areas.
- Resolves conflict.
- Ensures compliance with local, state and federal regulations.
- Prepares and monitors budget for all assigned programs.
- Performs other duties as assigned that support the overall objectives of the position and the District's mission and philosophy.

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Minimum Qualifications

- Possession of a bachelor's degree in accounting, business administration, public administration, or a related field.
- Minimum of four years of experience in a management level position related to business administration, risk management or purchasing.
- Evidence of ability to communicate effectively, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex administrative department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.