

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Director, Business Services

Department: Administrative Services

Location: District Office

Date: February 14, 2024

POSITION PURPOSE

Under the general direction of the Vice Chancellor, Administrative Services or assigned administrator, the Director of Business Services leads, organizes, and evaluates the District's centralized business services functions. Areas of responsibilities include but not limited to purchasing, contracts, risk management, central warehouse and mailroom services.

NATURE AND SCOPE

This position is responsible for managing the purchasing, warehouse and mailroom operations, and risk management activities. This position works with attorneys, adjusters, insurance providers and investigators in handling claims and lawsuits against the district, and keeps district staff aware of situations that could expose the district to loss of property, liability, and litigation. Incumbent in this position leads the District Safety Committee and coordinates with responsible District/College employees in facilitating required trainings and compliance with OSHA.

KEY DUTIES AND RESPONSIBILITIES

Purchasing and Contracts

1. Develop, prepare, evaluate and recommend formal and informal bid specifications and competitive bid packages for various goods and services including public works projects; analyze in-coming proposals and competitive market data; provide assistance to District administrators in preparing bid specifications and packages for purchases.
2. Approve and manage encumbrances, assure accurate vendor records, accuracy and timeliness of purchasing function and issues guidelines for end-users process and compliance.
3. Optimize utilization of Procurement Card Program.
4. Prepare contracts and purchase orders for services and supplies; obtain bonds, insurance certificates, warranty certificates and related documentation from vendors as required per quotation/bid or contract terms.
5. Develop and maintain relationships with vendors and internal customers for assigned products and services; streamline purchasing processes as needed; provide guidance and service to internal customers while enforcing established policies and procedures.

Central Services (Warehouse and Mailroom)

6. Manage the District mailroom and warehouse including receiving, inventory, storage, disposal, and distribution of stock equipment and supply items.
7. Develop procedures and guidelines to ensure assets are properly inventoried and recorded. Act as the primary point of contact for receiving assets and distributing assets requests.
8. Direct and review preparation of recommendations for Board actions as they relate to contract, surplus, and procurement activities. Establish calendar of due dates in accordance with Board meeting dates for the bond services team.

Risk Management

9. Direct a District-wide risk management program that includes property and liability insurance, tort liability, and act as a technical advisor.
10. Develop processes and procedures to review, approve and monitor contractual agreements between the district/colleges and various vendors including, but not limited to maintenance contracts, equipment leases, licensing and service contracts, performance contracts, lease agreements and professional/independent contractor agreements.
11. Renew and maintain insurance policies as needed; develop and evaluate policy proposals; respond to provider's surveys; develop ad hoc reports for surveys; select providers; request and maintain certificates of insurance.
12. Evaluate vendor and product performance as necessary; compare performance to standards, specifications and terms of contracts; take appropriate action; maintain insurance records for active vendors as appropriate.
13. Represent the District on insurance Joint Powers Authority and manage internal and external insurance certificate/ risk transfer programs; oversee claims processing and monitor case management activities performed by third-party administrators.
14. Work with related departments to ensure proper implementation of safety programs such as Injury and Illness Prevention Program (IIPP), Chemical Hygiene Plan, and Spill Prevention Control and Countermeasure Program (SPCC).
15. Collaborate with other District functions to define and monitor procedures and guidelines on property and liability accident reporting; work with insurance providers to report and investigate claims; maintain records and files on all claims.

Other

16. Participate in the development and administration of the department budget.
17. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, and discipline personnel according to established policies and procedures.
18. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles, methods, procedures and legal requirements of public procurement, storage of goods, automated inventory control, risk management, loss prevention, and multi-line claims handling.
2. Federal, state and other applicable laws and regulations and District policies and procedures governing public purchasing and contracting activities.
3. Contract law and contract document development.
4. Risk management specializing in liability and property coverage.

5. Principles and practices of paperless and fully integrated purchasing systems.
6. Inventory maintenance.
7. Theories and techniques of negotiation, mediation and conflict resolution.
8. Budget preparation and control.
9. Principles of supervision, training and performance evaluation.

Skills and Abilities to:

1. Understand, interpret, explain and apply laws, rules, policies, and regulations.
2. Communicate effectively both orally and in writing, including writing complex reports and presentations.
3. Develop clear and concise bid specifications, contracts, budget reports and related documents.
4. Work effectively with District personnel, contractors and their representatives, and legal advisors.
5. Represent and promote the interest of the District in administration of contract and risk management programs.
6. Present solutions to management level with confidence and effectiveness.
7. Direct, schedule, coordinate and evaluate the work of assigned employees.
8. Build and foster knowledgeable, cohesive and effective work teams.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment and its applications.
11. Plan, organize work and meet schedules.

Education and Experience:

1. Bachelor's degree from an accredited institution in accounting, finance, business administration, public administration, or related field.
2. Five years of management experience in procurement, risk management, or business services preferably in a public agency.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Certified Public Procurement Officer (CPPO)
2. Certified Professional Purchasing Manager (CPPM)

Working Conditions:

1. Typical office environment.

Board Approved: 4/13/21; 2/13/24 (duty and title update from Director of General Services)

Salary Range: M 26

EEO Category: 2B1- Executive/Administrative/Managerial