CLASS TITLE: DIRECTOR OF GENERAL SERVICES

BASIC FUNCTIONS:

Under the direction of the Vice-Chancellor, Business and Administrative Services, direct the management and administration of the purchasing, contracts, property and liability insurance, safety, District-wide logistical services, and centralized general staff support service functions of the District.

REPRESENTATIVE DUTIES:

Direct, prioritize, and plan the work of staff relative to the issuance of purchase orders and independent contractor agreements and the development of bids for supplies, equipment, and public work projects, including detailed specifications, bid conditions, and general instructions, to assure compliance with state and federal regulations; direct the analysis of bid responses, including related cost analysis; provide technical expertise to college staff and administrators in determining specifications for quotes and bids. E

Manage the review, negotiation, and approval of all leases, professional service agreements, instructional agreements and contracts for legality, risk exposure, and financial risk; ensure compliance with all policies and procedures; negotiate terms and conditions of all agreements and contracts. E

Oversee the preparation, in compliance with state and District policies and procedures, of various state and federal reports, financial reports, presentations, and monthly Board of Trustees agenda items E

Establish, implement, and evaluate the system for inventory control and fixed asset records, including procedures to prevent or minimize loss of property and assets; coordinate and maintain records for District property; plan and facilitate District-wide disposal of surplus property. E

Coordinate warehouse services and establish procedures for on-line receiving of items and fixed asset tagging. E

Manage the District’s general liability and property insurance program; serve as liaison with insurance companies and claims administration contractors on all claims and administration of self-insured programs including property and casualty loss; review and recommend settlement or litigation action for pending claims. E

Direct the development, implementation, and maintenance of a comprehensive occupational health and safety program for the District, and in coordination with the Chief of Police, manage, implement, and maintain a District-wide Emergency Preparedness and Response Plan. E

Direct the operations of the District central office facility relative to the administration of the building lease, maintenance services, custodial services, mail services, and District-wide courier services. E

Established April 2008
Coordinate centralized transportation services, establish procedures on use of District vehicles, manage the process to approve and maintain all DMV documents. E

Manage and coordinate auxiliary services operations, such as bookstores and food services, relative to purchasing, inventory control, and the point-of-sale system; establish procedures and processes for auxiliary service operations; review and recommend centralized vs. de-centralized operations. E

Manage and implement District-wide utility and energy conservation programs. E

Analyze state legislative and administrative decisions, regulations, and policies to determine their impact on the business operations of the District. E

Provide advice and assistance to District administrators on the implementation and management of business operations at their locations; train managers, supervisors, and staff regarding various purchasing-related topics, including the District’s automated finance system. E

Train, supervise and evaluate the performance of assigned staff. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of governmental purchasing and contract law
- Principles and practices of governmental contracting
- Policies and practices of the insurance industry
- Principles, trends, methods, and procedures pertaining to property and liability insurance programs
- Materials, supplies and equipment common to the needs of an educational or public institution
- Modern office practices, procedures, and equipment
- Principles of employee supervision and training
- Applicable sections of California State Education Code, Public Contract Code, the State Accounting Manual, IRS 1099 regulations, State of California Sales and Use Tax regulations, and other applicable laws
- Record-keeping techniques
- Principles and practices of business and public administration
- Principles and practices of government fund accounting
- Principles and practices of occupational health and safety

ABILITY TO:

- Plan, organize, direct, coordinate, and evaluate a complex and diverse program of business functions
- Interpret, explain and apply laws, rules, and regulations
- Perform arithmetic calculations quickly and accurately
- Work independently with little direction
- Establish and maintain effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Plan and organize work for self and others
DIRECTOR OF GENERAL SERVICES (continued)

Train, supervise, and evaluate the performance of assigned staff
Communicate effectively, both orally and in writing
Maintain fiscal integrity and compliance
Develop and implement department procedures and standards

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor’s degree in Business Administration or related field from an accredited college or university with an emphasis in accounting or finance AND four years of professional-level experience in governmental contract and purchasing administration. Two years of the aforementioned experience must be in a supervisory capacity. Experience in a community college or district-wide K-12 setting is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal keyboard and other office equipment
Hearing and speaking to exchange information
Seeing in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate office equipment