



El Camino College

Director of Business Services



THE POSITION

Under the direction of the Vice President, Administrative Services, the Director of Business Services plans, organizes, controls and directs the operations and activities of purchasing, contracts and insurance, including property and liability insurance procurement, risk management, including health, safety and loss prevention, and the District's workers' compensation program. The Director of Business Services provides short-term and long-term planning and assures compliance with local, state and federal laws, codes, ordinances, and District policies and procedures, in addition to supervising and evaluating the performance of assigned personnel.

ABOUT EL CAMINO COLLEGE

El Camino College is situated on a beautiful and spacious 126-acre campus near Torrance, California. Located in Los Angeles County, just minutes from South Bay beaches, El Camino College is surrounded by high-tech industries including aerospace, logistics, multimedia and service corporations.

El Camino College is a vibrant learning community that has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance since 1947.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester. Students have access to excellent academic offerings, career and technical education programs, exceptional student services, new and technologically advanced classrooms, as well as tutoring and mentoring programs.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campuswide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

DIRECTOR OF BUSINESS SERVICES

Division: Administrative Services
Posting Closing Date: October 30, 2017
Req: C1718-015
Location: El Camino College
Position Type: Classified Administrator

REPRESENTATIVE DUTIES

- Manage the daily operations of the Purchasing Department, which includes responsibility for managing the District's accounts payable function ensuring compliance with federal, state, and local rules, regulations and vendor agreements, and the District's safety, health and workers' compensation programs as they pertain to risk management.
- Oversee activities of the legal bid process, informal quotations and proposals; develop bid specifications, terms and conditions. Assure compliance related to ethical and legal purchasing practices.
- Renew and maintain insurance policies as needed; develop and evaluate policy proposals; respond to provider surveys; develop ad hoc reports for surveys; select providers; request and maintain certificates of insurance.
- Authorize purchase orders and agreements for goods and services and develop contracts or modify existing agreements to adhere with prescribed District requirements and to minimize risk to the District; serve as the primary signatory for execution of District agreements.
- Arrange for declaration of surplus property by the Board of Trustees and disposition of equipment through sealed bids, donations or public auction.
- Manage workers' compensation claims; review, direct and coordinate efforts of District personnel and third-party administrators to resolve claims in the best interest of parties involved; review and take appropriate action on claims.
- Prepare for litigated claims; consult attorneys and policyholders; coordinate documents, sign interrogatories and arrange for witness statements, evidence, and independent investigations as appropriate. Serve as defense witness; may provide defense for the District in small claims court; recommend disposition or settlement of claims.
- Provide for claims management, investigation and follow through conclusion with telephone and written communication.
- Supervise and evaluate the performance of assigned staff; interview and select employees; plan, coordinate and arrange for appropriate training of staff; recommend and follow through with disciplinary actions as needed.
- Plan and prepare written policies and programmatic descriptions explaining systematic methods, procedures and assigning responsibilities for reducing the risk of personal injuries, death or property damage.
- Supervise the processing of agenda items requesting approval of contracts, resolutions and personnel service agreements by the Board of Trustees; oversee file maintenance of contract files and accompanying documentation; oversee the preparation of quarterly summary reports required by Board policy.
- Respond to complaints, including claimed and real exposures; review accident, injury or illnesses and determine causal factors and remedial measures; prepare and compile statistical reports and required data.
- Liaise with risk management and workers' compensation personnel, employee organizations, contractors, federal and state agencies; Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), fire departments, and other governmental agencies.
- Provide technical expertise, information and assistance to administrators and employees regarding assigned functions.
- Develop and prepare preliminary budgets for the Purchasing Department and the Office of Safety and Health; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Attend and conduct a variety of meetings as assigned; participate on the Joint Powers Agency Board of Directors and on designated committees; attend workshops, conferences and training sessions as assigned; research committee issues as needed.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- The practice and principles of administration, supervision and training.
- Procedures to access and analyze information.

ABILITY TO:

- Plan, organize and administer the District's purchasing, contracts, insurance, risk, safety and health, and workers' compensation programs.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Assess and evaluate programs and personnel.
- Communicate effectively orally and in writing.
- Budget and manage funds.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

- Any combination equivalent to a bachelor's degree and five years of management experience within the fields of business administration, purchasing, safety and health, risk management, or other related field and at least three years of experience directly supervising personnel.
- Must be sensitive to, have a general understanding of, and be able to work and communicate effectively with diverse academic, socio-economic, cultural, and ethnic backgrounds of persons with disabilities, students, faculty, staff, and members of the general public.

DESIRABLE QUALIFICATIONS:

- Extensive background in a public agency environment, preferably a community college, dealing with a variety of legal, liability and insurance administration issues including compliance, risk management and loss control.

WORKING CONDITIONS

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.

COMPENSATION AND BENEFITS

SALARY RANGE: \$114,089 - \$132,276

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.



CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application:
<http://www.elcamino.edu/administration/hr/employmentopportunitites.asp>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

Please Note: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

Closing Date: October 30, 2017

INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

**El Camino College
Human Resources Department**
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.

MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

