

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Vice President, Administrative Services, plan, organize, control and direct 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. Provide short-term and long-term planning and assure compliance with local, state and federal laws, codes, ordinances, and District policies and procedures. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Manage the daily operations of the Purchasing Office, 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 subordinates; and 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 Agency (OSHA), Environmental Protection Agency (EPA), fire department, 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 Office and Safety and Health Office; 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; and research committee issues as needed.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

This position requires 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, socioeconomic, cultural, and ethnic backgrounds of persons with disabilities, students, faculty, staff, and members of the general public.

KNOWLEDGE AND ABILITIES:

Must be able to plan, organize and administer the District's purchasing, contracts, insurance, risk, safety and health, and workers compensation programs; understand and practice the principles of administration, supervision and training; access and analyze information and be able to interpret, apply and explain rules, regulations policies and procedures; assess and evaluate programs and personnel; communicate effectively orally and in writing; and be able to budget and manage funds.

DESIRABLE QUALIFICATIONS:

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

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

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

PHYSICAL ABILITIES:

Hear and speak to exchange information.
Use hand, wrist and finger dexterity to operate a variety of office equipment.
Lift up to 25 pounds.

Administrator Salary Range 13
Board Approved and Revised: September 5, 2017