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.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC’s commitment to educating its racially and socio-economically diverse student population including students with disabilities.

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 campus-wide. 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 PROCUREMENT AND RISK MANAGEMENT

Division: Purchasing and Risk Management  
Posting Closing Date: July 6, 2021  
Req: C2021-029  
Location: El Camino College  
Position Type: Classified Administrator

REPRESENTATIVE DUTIES
The duties of the Director of Procurement and Risk Management may include, but not be limited to, the following:

▪ Manage the daily operations of the Purchasing Office 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.

**REQUIRED QUALIFICATIONS**

**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.

**OTHER QUALIFICATIONS**

**Knowledge/Areas of Expertise:**

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.

**DESIRED 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 or 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 DEMANDS**

Hear and speak to exchange information.

Use hand, wrist and finger dexterity to operate a variety of office equipment.

Lift up to 25 pounds.
CONDITIONS OF EMPLOYMENT
Full-time, twelve-month classified administrative position subject to a probationary period. Working hours are Monday through Friday 8:00 a.m. until 4:45 p.m. Excellent fringe benefits including eight 32-hour work weeks during the summer.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

**SALARY RANGE: $119,009 Annually**

**TO APPLY**
An applicant must submit the following by the closing date:

1. Online application: [http://www.elcamino.edu/jobs](http://www.elcamino.edu/jobs)
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](http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf).

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date: [https://elcamino.formstack.com/forms/reasonable_accommodation_request_form](https://elcamino.formstack.com/forms/reasonable_accommodation_request_form)

**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.

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you do not wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (Pacific standard time).

**Closing Date: Tuesday, July 6, 2021 at 3:00 p.m.**

*Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.*
**BENEFITS**
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.

**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**  
Mark Rogers  
310-660-3593, Ext. 3479  
mrogers@elcamino.edu  
16007 Crenshaw Boulevard  
Torrance, CA 90506

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at www.elcamino.edu/about/depts/police/cleryact/index.aspx. These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.*

*El Camino College is an Equal Opportunity Employer*

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*