



# El Camino College Director of Procurement Services



## BASIC FUNCTION

Under the direction of the Vice President of Administrative Services, the Director of Procurement Services directs the daily operations of the District's procurement activities, including the preparation, review, and processing of District contracts, formal bids, requests for qualification (RFQ), requests for proposal (RFP), and purchase orders. Develops, implements, and interprets policies and ensures compliance with applicable laws, policies, and regulations. Develops a high-performance procurement team and serves as a procurement subject-matter expert.

## 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.

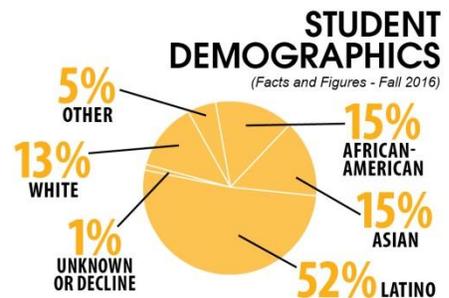
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students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

## 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, equity and success in collaboration with our diverse communities.



## DIRECTOR OF PROCUREMENT SERVICES

**Division:** Procurement Services

**Posting Closing Date:** December 13, 2021

**Req:** C2122-032

**Location:** El Camino College

**Position Type:** Classified Administrator

### REPRESENTATIVE DUTIES

The duties of the Director of Procurement Services may include, but not be limited to, the following:

- Directs the daily operations of the District's procurement activities, ensuring goods and services are procured in a timely and efficient manner in accordance with established agreements, state and federal laws, and District policies and procedures. Ensures unit operations apply procurement best practices, risk mitigation, and effective buying strategies.
- Hires, orients, and trains staff. Schedules, assigns, and prioritizes workloads. Sets appropriate deadlines. Ensures timely completion of unit work. Evaluates employee performance and provides guidance and feedback. Supports a professional development program for procurement staff that builds skills and expertise in critical areas (i.e., negotiation, cost analysis, contract terms, customer service, etc.)
- Directs the development and preparation of bid specifications, RFQs, RFPs, purchase orders, and contracts for the purchase or rental of goods, contracted services, and/or other third-party contracts. Determines and selects appropriate contract requirements (i.e., deliverables, payment schedules, penalties, insurance requirements, dispute resolution procedures.) Ensures that bids and purchasing/contracting processes comply with up-to-date advertising and bidding requirements.
- Meets with and interviews vendors/suppliers/consultants to negotiate contract terms and conditions, as needed. Advises vendors of District policies and procedures. May organize product testing, demonstrations, and job walks for procurement projects.
- Oversees the processing of Board agenda items requesting approval of contracts, resolutions, service agreements, and other procurement activities. Maintains contract files and accompanying documentation. Prepares quarterly summary reports required by Board policy.
- Develops, implements, and interprets policies. Ensures operating procedures are documented for all key procurement processes and updated for changes in policies, systems, or best practices. Resolves policy and procedural issues and makes exceptions as appropriate.
- Tracks unit performance on procurement activities. Monitors buyer performance, customer satisfaction, supplier management, cost savings, green purchasing, and supplier diversity. Utilizes a data-driven approach to identify areas for improvement.
- Ensures negotiation of contract specifications, terms, and conditions protect the District from adverse risk. Facilitates the resolution of procurement problems and complex contractual terms. Provides guidance on contracts, formal bids, RFQs, RFPs, and purchasing issues. Interprets and explains applicable laws, regulations, codes, and policies to District management and staff. Confers with legal counsel as needed on contracting and purchasing issues. Represents the District in hearings as needed.

- Authorizes purchase orders and agreements for goods and services. Develops contracts or modifies existing agreement to adhere with prescribed District requirements and to minimize risk to the District. Serves as the primary signatory for the executive of District agreements.
- Manages District inventory, disposal, and distribution of stock equipment and supply items. Declares District surplus property for review and approval by the Board of Trustees, as needed. Provides information on the disposition of equipment from sealed bids, donations, or public auctions.
- Develops and prepares preliminary budgets for the unit. Analyzes financial data for trends and develops projections. Controls and authorizes expenditures in accordance with established limitations. Provides detailed financial status reports as needed.
- Networks with professional counterparts inside and outside the District. Participates in professional associations to stay informed of new developments and technologies.
- Performs other related duties as assigned or requested.

## **REQUIRED QUALIFICATIONS**

### Education and Experience:

Bachelor's degree and five (5) years of experience in all phases of the procurement process (identifying business requirements, drafting RFPs, negotiations, contracting, supplier management.) Three (3) years of experience directly supervising and developing a high-performance procurement team.

## **OTHER QUALIFICATIONS**

### Knowledge/Areas of Expertise:

Knowledge of and experience with ERP systems (i.e., Oracle, PeopleSoft, Colleague, etc.)  
Experienced working with automated eProcurement and accounts payable systems.  
Experienced working in a public agency environment or community college.  
Experienced dealing with a variety of legal, liability, and insurance administration issues.  
Experienced in risk management and loss control.  
Experienced in contract negotiations.

### Abilities/Skills:

Ability to facilitate collaboration between diverse groups with potentially conflicting interests.  
Ability to plan, organize, and administer District-wide purchasing and contract programs.  
Ability to analyze and evaluate information, particularly the financial impact of contracts.  
Ability to interpret and explain rules, regulations, policies, and procedures.  
Ability to communicate effectively orally and in writing.  
Skilled at budget control.  
Skilled at leading teams by building trust, rapport, and mutual respect.

### Licenses or Other Requirements:

Valid California driver's license.

## **WORKING CONDITIONS**

Travel within and outside of the District.  
Work under tight deadlines.

## CONDITIONS OF EMPLOYMENT

Full-time, twelve-month classified administrative position subject to a probationary period. Working hours are Monday through Friday 7:45 a.m. until 4:30 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 proof of COVID Vaccination, 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: \$119,009 Annually**

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <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>.

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

**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](mailto: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: Monday, December 13, 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](mailto: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](http://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.*