



El Camino College

Director of Procurement & Contract Services



KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Administrative Services, exercise overall leadership of the Procurement Services department providing functional supervision over assigned positions. Provide vision and leadership to develop, organize and implement the department's goals and objectives; plan, develop, organize schedule, direct, improve and evaluate the department's programs, services, and activities; and provide oversight, development, and coordination of all elements of the areas assigned, including the preparation, review, and processing and signing of College contracts, formal bids, informal bids, requests for qualification (RFQ), requests for proposal (RFP), purchase orders, and other areas as assigned.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

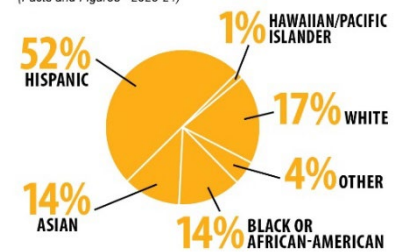
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres 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 thousands of 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, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring 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.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



DIRECTOR OF PROCUREMENT & CONTRACT SERVICES

Division: Procurement Services

Posting Closing Date: 8/6/2026

Req: C2526-050

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Job Description](#)

1. Direct the daily operations of the College'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 College policies and procedures. Ensure unit operations apply best practices for procurement, risk mitigation, contract management and effective buying strategies.
2. Ensure that negotiation of contract specifications, terms, and conditions protect the College from adverse risk. Provide guidance on contracts, formal bids, RFQs, RFPs, and purchasing issues. Interpret and explain applicable laws, regulations, codes, and policies to College management and staff. Confer with legal counsel as needed on contracting and purchasing issues. Facilitate the resolution of procurement problems and complex contractual terms. Represent the College in hearings as needed. Operate as record holder for the College.
3. Oversee the processing of Board agenda items requesting approval of contracts, resolutions, service agreements, and other procurement activities. Maintain contract files and accompanying documentation. Prepares quarterly summary reports required by Board policy.
4. Meet with and interview vendors/suppliers/consultants to negotiate contract terms and conditions, as needed. Advise vendors of College policies and procedures. Organize product testing, demonstrations, and job walks for procurement projects as needed.
5. Direct 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. Determine and select appropriate contract requirements (i.e., deliverables, payment schedules, penalties, insurance requirements, dispute resolution procedures.) Ensure that bids and purchasing/contracting processes comply with up-to-date advertising and bidding requirements.
6. Authorize purchase orders and agreements for goods and services. Develop contracts or modify existing agreement to adhere with prescribed College requirements and to minimize risk. Serve as the primary signatory for the executive of College agreements.
7. Track unit performance on procurement activities. Monitor buyer performance, customer satisfaction, supplier management, cost savings, green purchasing, and supplier diversity. Utilize a data-driven approach to identify areas for improvement.
8. Collaborate with designated inventory and asset management staff in the Administrative Services Area to ensure appropriate inventory, disposal, and distribution of stock equipment and supply items. Designate College surplus property for review and approval by the Board of Trustees, as needed. Provide appropriate

information on the disposition of equipment from sealed bids, donations, or public auctions.

9. Implement and sustain 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.)

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of managerial, professional, operational, technical, and support personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in finance, accounting, business administration, or related field. Experience: Five (5) years of experience in all phases of the procurement process (identifying business requirements, drafting RFPs, negotiations, contracting, supplier management.) Three years of experience directly supervising and developing a high-performance procurement team.

DESIRED QUALIFICATIONS

Desirable Experience: Five (5) years of governmental purchasing and contracting experience, preferably at management level in a similar community college setting.

Knowledge/Areas of Expertise:

- Broad experience in Governmental procurement principles, procedures, and requirements. Comprehensive understanding of effective procurement practices and procedures.
- Experience dealing with a variety of legal, liability, and insurance administration issues. Experience in risk management and loss control.
- Proficiency in use of specialized eProcurement, accounts payable, and ERP systems and software.

Abilities/Skills:

- Effectively analyze procurement and loss control systems and practices to identify potential problems, make recommendations for changes, and implement solutions.
- Effectively plan, organize, and administer College-wide purchasing and contract management programs.
- Effectively analyze and evaluate information from multiple sources, particularly the financial impact of contracts.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: THURSDAY, AUGUST 6, 2026 at 3:00 P.M.

SALARY: Starting salary is \$150,576 annually.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$174,576 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time, twelve-month classified administrator position. Classified Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment.

The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. Administrators may work all or a portion of the workdays that fall between December 25 and January 1. Administrators may also use their accrued vacation days to cover all or a portion of the workdays that fall between December 25 and January 1.

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.

ADA ACCOMMODATIONS

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)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have 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. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

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.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

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>.

IMPORTANT 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).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes 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 paper 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.