

DIRECTOR OF FACILITIES, PLANNING AND PURCHASING  
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

Under general direction of the Vice President/ Assistant Superintendent Business, the Director of Facilities, Planning and Purchasing is responsible for the coordination and implementation of the District Facilities Master Plan and plans, organizes, directs and supervises District purchasing and contracting activities and is responsible for directing various auxiliary services and assists in the coordination and direction of the risk management program.

SCOPE

The Director of Facilities, Planning and Purchasing directs and coordinates the planning and implementation of the District's Facilities Master Plan and is responsible for directing purchasing, mailroom, duplications, warehouse and the food services functions of the College; assists with District risk management functions and activities; performs management duties within the Business Services organizational structure; and provides support functions for College programs as assigned.

TYPICAL DUTIES AND RESPONSIBILITIES

Facilities Planning:

- Facilitates the process of maintaining and revising the District's Facilities Master Plan within the governance process so that the District facilities are fully able to support the Educational Master Plan. (E)
- Develops and submits reports to the administration and the Governing Board specific to project scope, budgets, and schedule status. (E)
- Manages the District's Facilities Planning and Development Office consultants, designers, engineers and contractors. (E)
- Prepares and submits facilities reports as required by the Chancellor's Office and other regulatory agencies. (E)
- Communicates status of current and future Facilities Master Plan activities to campus groups as necessary. (E)
- Participates on the District's Facilities Planning and Advisory Committee (FPAC) and the Safety Committee representing facilities and construction. (E)
- Coordinates facilities requirements with District managers and architects and directs the preparation of plans, specifications and architectural/engineering drawings as necessary to implement new building projects and alterations. (E)
- Develops, implements, and disseminates standards, Board policies and administrative regulations as necessary relative to District facilities and construction. (E)
- Recommends and implements risk controls and risk mitigation associated with District facilities and construction. (E)

Purchasing:

- Directs a comprehensive College purchasing program to provide equipment, materials, and services efficiently and economically (E)
- Directs purchasing processes (to include all formal bidding required) to comply with federal, state, and district requirements and sound business practices (E)
- Reviews and manages District contracts (E)
- Directs, assigns work to, supervises, and evaluates the work of purchasing, warehouse, mail room, duplications, food services and other assigned staff (E)

Purchasing: (cont'd)

- Plans budget for the purchasing department, warehouse, mailroom, duplications and food services for approval by the Vice President, Business Services (E)
- Directs a fixed asset accounting program/inventory process (E)
- Participates as a member of the District Safety Committee
- Assists in managing the District risk management program to include developing, implementing and disseminating plans, policies, standards, and procedures for effective risk management and control (E)
- Assists in evaluating the extent of risk exposure and, where feasible, develops programs to minimize financial risk to the District (E)

Other duties:

- Compiles and maintains statistical data and generates reports (E)
- Serves on college committees as required or assigned
- Attends workshops, conferences and meetings related to college business, facilities, purchasing and other assigned operations
- Performs special projects related to Business Services as assigned
- Performs related duties as required or assigned

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to a Bachelor's degree in accounting, finance, business, public or business administration or a related field AND four years of increasingly responsible professional level administrative experience, including two years experience in purchasing and two years experience in insurance or corporate/public sector risk management.

Knowledge and Abilities:

Knowledge of:

- Facilities master planning processes, project management procedures, purchasing procedures and competitive bidding processes
- computer applications including word processing, spread sheet, data base and accounting software
- general knowledge of and the ability to apply the principles and practices of program administration, office management and budgetary control

Ability to:

- Plan, organize, direct, administer, review evaluate assigned facilities-related services and formulate program policy recommendations to implement the district's master plan and other goals and objectives in accordance with local, State and federal law
- Read, comprehend, and interpret complex codes and regulations relating to area of assignment
- Analyze complex information related to the purchasing and risk management function
- Understand, interpret and apply a variety of laws, regulations and litigation concerning District contracts

Ability to: (cont'd)

- Perform duties in compliance with applicable College rules and regulations, policies and procedures
- Effectively train, supervise and evaluate the activities of others
- Consistently perform under the pressure of deadlines and other administrative demands
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with faculty, staff and College administration

Desired:

- Knowledge of public sector purchasing procedures and competitive bidding
- Familiarity with California Workers' Compensation system
- Project management experience and professional certification (PMP)

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license

WORKING CONDITIONS

Environment:

- Office environment

Physical demands:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Seeing to read and analyze financial reports

AUTHORITY/RESPONSIBILITY

The Director of Facilities, Planning and Purchasing provides leadership for all components of the District's Facility Master Plan and has direct supervision of designated classified employees within purchasing, warehouse, duplications, food services and mail room and other assigned functions and is responsible for providing technical risk management and safety information and direction for all segments of the college.

Established: July 12, 1999  
Revised: September 13, 2004  
Revised: April 3, 2006