DIRECTOR OF PURCHASING, CONTRACTS, AND RISK MANAGEMENT
CLASSIFIED ADMINISTRATOR

JOB DESCRIPTION

The Director of Purchasing, Contracts, and Risk Management plans, organizes, directs and supervises District purchasing and contracting activities and is responsible for directing various auxiliary services and the coordination and direction of the risk management program.

SCOPE

Under general direction of the Vice President, Administrative Services, responsible for directing purchasing, mailroom, duplications, warehouse and the food services functions of the College; performs management duties within the Administrative Services organizational structure; supervises the operational activities of the mailroom, duplications, and warehouse and oversees food services; directs and coordinates specific District wide risk management functions and activities; and provides support functions for College programs as assigned.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

Purchasing:

- Organizes, directs and implements a comprehensive College purchasing program to provide equipment, materials, and services efficiently and economically
- Manages purchasing processes (to include all formal bidding required) to comply with federal, state, and district requirements and sound business practices
- Reviews all purchase orders and maintains follow-up procedures on late or partial deliveries
- Hires, assigns, supervises, and evaluates the work of purchasing, warehouse, mailroom, duplications, and other assigned staff
- Plans budget for the purchasing department, warehouse, mailroom, duplications, district utilities, and food services for approval by the Vice President, Administrative Services
- Develops recommendations for changes and improvements in purchasing and receiving policies and procedures to increase cost effectiveness of the purchasing program
- Establishes purchasing standards and controls expenditures to these standards
- Acts as primary liaison with vendors, College departments, local and state agencies, and the public on issues and questions concerning purchasing
- Evaluates vendor and product performance as necessary; compares performance to standards, specifications and terms of contracts; takes appropriate action; maintains insurance records for active vendors as appropriate
- Implements and maintains a fixed asset accounting program/inventory process
- Automates the purchasing, inventory, and warehouse functions

Contracts:

- Reviews and manages District contracts
EXAMPLES OF DUTIES (cont’d)

Risk Management:

- Manages District risk management program to include developing, implementing and disseminating plans, policies, standards, and procedures for effective risk management and control (E)
- Evaluates extent of risk exposure and, where feasible, develops programs to minimize financial risk to the District (E)

Transportation:

- Oversees the development and administration of the annual transportation program fund budget (E)
- Forecasts funds needed for transportation program staffing, equipment, materials, and supplies; monitors and approves expenditures, and implements adjustments (E)

Related Duties:

- Compiles and maintains statistical data and generates reports (E)
- Participates as a member of the District Safety Committee
- Serves on college committees as required or assigned
- Attends workshops, conferences and meetings related to college business, purchasing and other assigned operations
- Performs special projects related to Administrative Services as assigned
- Performs related duties as required or assigned

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

Education equivalent to a Bachelor's degree in accounting, finance, business, public administration or a related field AND four years of increasingly responsible professional level administrative experience, including two years experience in purchasing, which has provided the knowledge and abilities outlined below. Previous supervisory experience required.

Knowledge of:

- General purchasing procedures and competitive bidding processes
- Computer applications including word processing, spreadsheet, database and accounting software
- General knowledge of and the ability to apply the principles and practices of program administration, office management and budgetary control
- Risk management programs and procedures for effective risk management
- Budget preparation and management for multiple cost centers
Ability to:

- Analyze complex information related to purchasing, contracts, risk management, and transportation program activities
- Understand, interpret and apply a variety of laws, regulations and litigation concerning District contracts
- Perform duties in compliance with applicable College rules and regulations, policies and procedures
- Effectively train, supervise and evaluate the activities of others
- Communicate effectively verbally and in writing
- Establish and maintain effective working relationships with faculty, staff and College administration
- Consistently perform under the pressure of deadlines and other administrative demands

Desired:

- Knowledge of public sector purchasing procedures and competitive bidding
- Familiarity with the California Workers’ Compensation system
- Familiarity with administration of property and liability insurance budgets and claims
- Two years experience in insurance or corporate/public sector risk management

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 Purchasing, Contracts, and Risk Management has direct supervision of designated classified employees within purchasing, warehouse, duplications, the mailroom 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: May 3, 2010