

TITLE: Director, Purchasing and Risk Management

CLASSIFICATION: Management Team – Classified Administrator

SALARY RANGE: 26

SCOPE OF POSITION:

Under the direction of the Vice President, Finance & Administrative Services, plan, organize, and direct the activities of the District's purchasing department and risk management efforts; ensure compliance with statutes and policies applicable to assigned activities; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, organize, and direct the activities of the District's purchasing department; direct and participate in the review and evaluation of a variety of requisitions to determine appropriate method of procurement; approve purchase orders and provide recommendations concerning the authorization of contracts and selection of contractors.
2. Initiate competitive solicitations including strategic sourcing initiatives that meet state law and policy procurement requirements; conduct and oversee the bid process, review bid documents and release bids; negotiate with vendors for contract awards; serve as system administrator for electronic bid software program; review and approve contracts related to District procurement.
3. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Serve as the District Title IX Coordinator, in consultation with the Vice President, Human Resources; plan and oversee District-wide programs and initiatives to ensure compliance with Title IX's legal and regulatory requirements; develop, recommend and implement policies, procedures and training programs to meet compliance requirements; analyze trends, patterns and possible systemic issues that may affect the college culture with regard to Title IX issues; oversee and implement the Title IX prevention and awareness program with other District personnel.
5. In consultation with the Vice President, Human Resources, receive, oversee, coordinate, investigate, analyze, and resolve complaints filed against students or employees for sexual harassment or unlawful discrimination in accordance with District policies and procedures, Title 5, and other applicable laws and regulations including identifying and interviewing witnesses, gathering and securing evidence, and keeping accurate and thorough records of the investigatory process, including delivery of a comprehensive investigation report following each investigation; recommend interim measures and secure reasonable accommodations for parties; identify and integrate best practices in the Title IX investigation implementation.
6. Provide and coordinate educational services to promote sexual harassment awareness and prevention and related topics including presentations, educational and skills-based workshops, trainings, small group discussion/facilitation, and professional development projects.
7. Report complaints defined as crimes under the Clery Act to District Police, or those that may be subject to the Clery Act-required emergency notification; communicates with District Police regarding the District's responsibilities under Title IX, as necessary and appropriate.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Develop, organize, direct and oversee the District risk management process including risk identification and analysis, evaluating and recommending risk control and loss-prevention policies, procedures and strategies and monitoring impact of program; represent the District on Insurance Joint Powers Authority boards and manage internal and external insurance certificate/risk transfer programs; oversee claims processing and monitor case management activities performed by third-party administrators; develop and implement strategies to minimize risk by projecting potential losses to the District and determining appropriate responses to identified risks; compile and analyze risk management data; implement corrective actions and preventative measures and methods to reduce or eliminate potential losses and risks; work with brokers to determine appropriate types and levels of insurance coverage and costs to the District; coordinate and chair activities of the District's Safety Committee.
9. Serve as point person for Public Records Act requests received by the District; coordinate with various internal and external parties to collect required information, assess records for appropriateness and provide responses within required timelines.
10. Analyze and coordinate input provided to the District by consulting legal counsel in the areas of public agency law, business law, contracting, and education/public contract codes; work directly with District-retained attorneys on legal matters related to third-party claims, risk management and other areas of related to assigned responsibilities; may represent the District in settling or litigating claims and employee-related issues.
11. Plan, direct and coordinate with the Vice President, Finance and Administrative Services, a comprehensive contracts management program to protect the District's interests and ensure compliance with all legal requirements; oversee all phases of contracts development and administration, including formulation, analysis, reviews, negotiation, administration and coordination of legal review to ensure conformance with District requirements and to protect the District from potential risk exposure and litigation; coordinate contracting activities with District departments and staff, counsel and contractors/vendors; validate final contract documents for completeness and all necessary approvals; approves and signs contracts and agreements within designated authority.
12. Provide expertise, guidance and assistance to staff, administration, other District personnel and external customers and organizations on assigned areas; evaluate information and data and provide decisions and recommendations on a wide array of policy and operational matters; oversees development, integration and implementation of new or revised policies, processes, standards and internal controls for the assigned areas; monitor, research, interpret and advise on regulatory and legislative developments impacting District operations, programs and costs; recommend changes to ensure compliance with all legal requirements; analyze and recommend legislative positions on pending bills which could impact the District and its programs.
13. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
14. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
15. Develop and prepare the Purchasing budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations and priorities.

KNOWLEDGE OF:

1. Principles, practices, methods and techniques of bidding, contracting, and purchasing for an educational institution.
2. Sources of supply, commodity markets, marketing practices and commodity pricing methods.

KNOWLEDGE OF – Continued

3. Principles, practices, methods and techniques of developing and administering risk management, and loss control programs.
4. Principles and practices for managing, administering, analyzing, adjudicating, and litigating claims.
5. Federal and state laws and regulations governing purchasing, bidding, contracting, risk management and other assigned program activities.
6. Methods of identifying risk exposure, prioritizing risks and investigating and correcting hazards.
7. Principles and practices of public administration, including budgeting and finance, purchasing, contracting, auxiliary business operations, and maintenance of public records.
8. Community college district functions and associated risk management and health and safety issues.
9. Principles and practices of sound business communication.
10. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
11. Principles and practices of effective management and supervision.
12. District policies and procedures and labor contract provisions.
13. Federal and state laws and state regulations related to unlawful discrimination and sexual harassment based on all protected categories, including Title II, Title VI, Title VII, Title IX, ADEA, ADA, Sections 504 and 508 of the Rehabilitation Act of 1973, the Clery Act, Family Educational Rights and Privacy Act (FERPA), and Violence Against Women Act (VAWA).
14. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
2. Conduct research on program-related issues, evaluate alternatives and reach sound conclusions and make recommendations for changes in support of program requirements.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
4. Present proposals and recommendations clearly, logically and persuasively in public meetings.
5. Represent the District effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
6. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
7. Exercise sound, independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
9. Establish and maintain effective working relationships with Board members, all levels of District management, staff; representatives from governmental agencies, brokers, attorneys and others encountered in the course of work.
10. Effectively train, supervise and evaluate the performance of assigned staff.
11. Communicate effectively.
12. Establish and maintain cooperative and effective working relationships with others.

ABILITY TO – Continued

13. Meet schedules and time lines.
14. Work independently with little direction.
15. Plan and organize work.
16. Direct the maintenance of a variety of reports, records and files related to assigned activities.
17. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's degree from an accredited college or university with major coursework in business or public administration, purchasing or related field.

Experience:

Increasingly responsible leadership experience involving purchasing or legal and risk management related functions.