

**DIRECTOR, ADMINISTRATIVE SERVICES**

**JOB DESCRIPTION - CLASSIFIED SUPERVISORY**

**POSITION OVERVIEW**

Under the direction of the Vice President, Administrative Services, primarily responsible for planning, organizing, coordinating, and directing the College's professional development, contracts, and purchasing functions; develops and maintains written operating procedures relative to assigned responsibilities; maintains records; writes and distributes reports as necessary; liaison between College personnel and District Operations staff for assigned responsibilities; supervises and evaluates assigned personnel; performs other duties and responsibilities as assigned.

**REPRESENTATIVE DUTIES**

1. Manages and directs assigned responsibilities in accordance with applicable policies, procedures, and regulations.
2. Oversees and manages applicable vendor contracts.
3. Prepares and monitors an annual budget.
4. Works in collaboration with colleagues to provide periodic verbal and written announcements, reports and updates at meetings and via electronic media.
5. Supervises assigned staff to ensure efficient and effective operations.
6. Participates in college committees as required to ensure effective communication and input with all stakeholder groups.
7. Performs periodic surveys to ensure customer satisfaction and determine needs of the campus in relation to services provided.
8. Trains and assists College personnel with procurement of goods and services to ensure compliance with District policies, regulatory requirements and guidelines.
9. Works with District departments to develop Requests for Proposals (RFP's) and specifications, and conduct formal and informal bidding procedures.
10. Maintains, organizes, and retains purchasing documentation.
11. Maintains records retention and destruction policies, procedures, and schedules.
12. Recommends alternates for cost savings and improved delivery of services.
13. Trains and assists College personnel with maintaining the College's Contracts Workbook and Repository to ensure compliance with the College's Contract/Agreement/MOU Recordation and Approval Standard Operating Procedure.
14. Notifies departments when contracts are expiring.
15. Provides written recommendations in appropriate format for new or revised policies, administrative regulations, procedures, and guidelines that will improve College operations.

**DIRECTOR, ADMINISTRATIVE SERVICES (cont'd)**

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16. Oversees college-wide professional development, including training and education for faculty, classified professionals and managers in accordance with College and District institutional effectiveness goals and national best practices.
17. Collaborates and coordinates with the Public Information Office on the development and maintenance of a marketing plan for professional development that supports the College's internal communication and branding efforts.
18. Performs other duties as assigned.
19. Completes special projects as needed.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the designated administrator.

**KNOWLEDGE AND ABILITIES**

**Thorough Knowledge of:**

1. Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of a comprehensive professional development program.
2. Local, state, and federal laws and regulations pertaining to the areas of contracts, insurance, and risk management.
3. Public agency finance, purchasing, and contracting concepts and principles.
4. Public Contract Code, Government Code, Education Code, and other Federal, State and local procurement laws, regulations and policies relevant to the position.
5. Regulations and guidelines related to records retention, storage, and disposal.
6. Research and data collection methods
7. Principles of composition, report and proposal writing.
8. English usage, spelling, grammar, and punctuation.
9. Proven ability to define, influence, refine and implement processes procedures, and policies.
10. Strategies for identifying and building cross-functional partnerships.
11. Software such as Ellucian Colleague, Perceptive Content and project management software.

**DIRECTOR, ADMINISTRATIVE SERVICES (cont'd)**

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**Ability to:**

1. Effectively plan, organize, and direct the functions and activities of a comprehensive professional development program.
2. Train managers on how to review and revise contracts, leases and other legal documents to conform to District standards.
3. Provide effective and efficient communication and services with emphasis on customer service.
4. Manage and monitor complex projects on time and within budget.
5. Prepare reports, correspondence, policies, procedures and other written materials
6. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
7. Organize and prioritize projects and tasks to meet critical deadlines.
8. Analyze, interpret, and apply pertinent laws, regulations and policies.
9. Respond to requests in a timely manner.
10. Establish and maintain positive and effective working relationships.

**QUALIFICATIONS GUIDE**

**Required Training and Experience**

A Bachelor's degree **in** business or related field from a regionally accredited institution and three (3) years of related work experience OR equivalent combination of training and experience.

Board Approved: June 12, 2023