

**DIRECTOR OF PURCHASING, CONTRACTS, AUXILIARY SERVICES, AND HAZARDOUS MATERIAL COORDINATOR**

Classified Exempt Management Position  
Full-time, 12 Month, Range B4

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**DEFINITION:**

Under the leadership of the Vice President of Administrative Services, plan, organize, direct, and manage the daily activities and operations of District-wide procurement of goods and services, contract administration, mailroom, shipping and receiving, warehouse operations, fixed asset management, certain risk/liability programs, and auxiliary services.

Responsible for the District's hazardous materials purchasing, management, disposal, and environmental/safety compliance matters. Serve as a key team member of the District's safety committees. Direct and monitor staff activities to ensure customer requirements are met and material and service requirements of the District are delivered in a timely, efficient, cost effective and ethical manner. Provide oversight of all purchases in compliance with federal, state, local and district procurement regulations, policies, and procedures. Design, develop and implement loss prevention programs with a focus on limiting property liability and casualty losses.

In addition, represents the District in interaction with vendor representatives, legal representatives, federal, state, local, and other public procurement officials with regard to procurement policies and cooperative practices. May be required to work remotely evenings, weekends and holidays. Performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is a single classified management position with general accountability for the District's purchasing, contracts, auxiliary and hazardous and environmental management programs.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

1. Exercises direct supervision over professional, technical and clerical staff;
2. Responsible for all services and activities within the Administrative Services Division including purchasing, warehousing, mailroom, shipping/receiving services, public works, print shop operations, surplus disposal operations, and other special projects;
3. Develop, manage, and implement goals, objectives, policies, and priorities for assigned programs;
4. Continuously monitor, evaluate, and implement improvements to the efficiency and effectiveness of service delivery methods and procedures;
5. Assess and analyze District's exposure to various risks: design, implement, and direct an overall risk management program; develop and manage risk avoidance, risk transfer, and risk sharing for the District's property, casualty and general liability programs and related services for the purpose of maximizing effectiveness and efficiency while minimizing the District's insurance liability;
6. Administer District's property/liability and student/athletic accident insurance programs including needs assessment; recommend specifications and limitations for insurance purchases; manage special insurance programs (e.g. nursing professional liability, foreign liability, special events insurance, etc.);
7. Collaborate and assist District Departments with various risk management matters and prepare incident reports;

8. Coordinate the District's Hazardous Materials Compliance Program, in coordination with the District's Chemical Hygiene Officer (CHO), to ensure sustainable compliance with all applicable statutes, laws and Health Department regulations.
9. Collaborate with CHO (Chemical Hygiene Officer) to perform and coordinate environmental health and safety inspections and audits of District facilities, including but not limited to: administrative offices, classrooms, chemistry/biology laboratories, machine/wood shops, automotive shops, fine arts shops, food service facilities and associated campus grounds.
10. Select, train, motivate, and evaluate assigned personnel and suggest professional development as needed;
11. Meet with staff to identify and resolve problems; assign work activities, projects and programs;
12. Monitor work flow; review and evaluate work products, methods, and procedures;
13. Manage, develop, and administer the departmental annual budget and assigned project budgets;
14. Conduct a variety of organizational and operational studies, investigations, and recommend modifications various programs, policies, and procedures as appropriate;
15. Prepare and present staff reports and other necessary correspondence;
16. Supervise and prepare written specifications, bidding documents, and contracts for legal compliance for a variety of projects, including building maintenance and construction projects;
17. Develop and maintain construction related contracts and other documents; establish and maintain appropriate project files;
18. Report to state or federal agencies on compliance and/or change; assists in preparation of documentation for federal and state claims or matching funds for construction projects and equipment;
19. Prepares or assists in the preparation of complex procurement and construction related documents, including specifications and bid forms;
20. Review and approve purchase requisitions;
21. Develop, coordinate, and implement programs and procedures to comply with federal, state, and local environmental regulations, such as: air emissions, hazardous waste disposal, solid waste reduction, medical waste disposal, under/above ground fuel storage tanks, and wastewater discharge.
22. Develop, coordinate, and implement programs and procedures to minimize damage to District property, reduce third party liability, and prevent employee injuries; perform accident/injury investigations related to worker's compensation and third party claims.
23. Perform and coordinate occupational health and safety training sessions tailored to the functions and abilities of various employee groups, including administrators, managers, and supervisors, faculty, and support staff.
24. Conduct and coordinate risk assessment studies involving environmental monitoring/measurement to assess potential exposures to chemical and physical agents and recommend control methods.
25. Respond to employee and third party reports of hazards at District facilities and recommend appropriate corrective actions to mitigate liability issues.
26. Review construction and maintenance projects for environmental health and safety issues.
27. Collaborate with CHO to coordinate and oversee projects related to environmental health and safety issues (e.g., environmental remediation, chemical storage/ventilation installations, and asbestos/lead/mold abatement.)
28. Arrange for and utilize outside environmental health and safety professionals/contractors when appropriate.
29. Collaborate in tracking and maintenance of the fixed asset inventory;
30. Prepares required reports and tests, and ensures compliance with applicable codes and regulations for local, state and federal agencies regarding facilities usage and related projects as required (e.g. hazardous substances control and handling.
31. May be required to participate on a variety of boards and commissions, and to attend and participate in professional groups meetings/committees ;
32. Responsible for annual department program reviews and associated PIOs;

33. Facilitate the submittal of a variety of planning documents to California Community Colleges;
34. Prepare necessary documentation for Board of Trustees approvals;
35. Establish and maintain effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

1. Business and management principles involved in strategic planning, resource allocation, leadership technique/s, general public purchasing procedures and competitive formal and informal bidding processes, and coordination of people and resources.
2. Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the shared governance process.
3. Economic and accounting principles and practices, statistics, budget preparation and management for multiple cost centers, the financial markets, banking and the analysis and reporting of financial data.
4. Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, etc. also knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation abilities.
5. Administrative and clerical procedures and systems such as word processing, managing files and records, transcription, designing forms, and other office procedures and terminology. Also principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
6. Requirements and methods of compliance with federal, state, and local environmental health and safety regulations, including but not limited to those enforced by Cal-OSHA, Fed-OSHA, EPA, and California Department of Health Services.
7. Electronic equipment, computer hardware and software, including applications and programming.
8. Principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control and reporting systems.
9. Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Abilities:

1. Provide administrative and professional leadership and direction for the department;
2. Develop, recommend and implement goals, objectives, and practices for delivering effective and efficient services;
3. Prepare and administer large and complex budgets; prepare clear and concise administrative and financial reports; maintain accurate financial records; perform short and long-range budget, financial, and operating planning.
4. Manage and coordinate the work of assigned personnel; select, supervise, train, motivate, and evaluate staff; be sensitive to, and have an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students; establish and maintain positive and harmonious working relationships with those contacted in the course of work.
5. Diagnose and analyze problems then identify and implement alternative solutions,
6. Project consequences of proposed actions, and implement recommendations in support of goals;
7. understand, interpret and apply policies, procedures, laws and regulations;
8. Research and evaluate new service delivery methods, procedures, and techniques;
9. Analyze complex information related to purchasing, contracts, risk management, rent and lease

- agreements;
10. Understand, interpret and apply a variety of laws, regulations and litigation regarding contractual obligations;
  11. Conduct District's business transactions in compliance with applicable rules and regulations, policies and procedures.
  12. Effectively resolve disputes, analyze situations, gather data, evaluate alternatives and make creative and sound recommendations.
  13. Provide leadership and effectively train, supervise and evaluate the activities of other departmental functions.
  14. Communicate effectively verbally and in writing.
  15. Establish and maintain effective working relationships with faculty, staff and administration.
  16. Consistently perform under the pressure of deadlines, unforeseen conditions, and various administrative demands.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; subject to call-in during off hours and weekends/holidays as required. As an exempt employee, the incumbent may be asked to work flexible schedules.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

**Education:** A bachelor's degree from an accredited college or university with major coursework in business administration or a related field.

**Experience:** Five years of increasingly responsible experience in purchasing, contracting, material management, including hazardous material management programs, and three years of administrative and management/supervisory responsibility experience is highly desired. Three years of progressively responsible experience in occupational health and safety and/or environmental management.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; exposure to dissatisfied individuals.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate modern office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.