

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, AUXILIARY SERVICES, CONTRACTS & PURCHASING

BASIC FUNCTION

Under the direction of the Vice President, Administrative Services, directs Auxiliary operations, manages Auxiliary contracts; oversees enterprise activities and support activities related to warehouse and mail distribution functions.

REPRESENTATIVE DUTIES

1. Manage and direct the operations of the college Auxiliary in accordance with applicable policies, procedures, and regulations. *E*
2. Oversee and manage vendor contracts for book store and food service operations. *E*
3. Work with staff to prepare and monitor the annual Auxiliary Services budget. *E*
4. Oversee the preparation of the Auxiliary Services financial statements, coordinate with auditors for the annual financial audit, and provide periodic reports and updates to the Auxiliary board of directors. *E*
5. Supervise assigned staff to ensure efficient and effective operations. *E*
6. Participate in college committees as required to ensure effective communication and input with all stakeholder groups. *E*
7. Coordinate with the Public Information Office, the College Foundation, and Alumni Associations in support of the college's advancement model and corporate branding efforts. *E*
8. Perform periodic surveys to ensure customer satisfaction and determine needs of the campus in relation to services provided through the Auxiliary. *E*
9. Oversee the procurement of goods and services in accordance with district policies and regulatory requirements. *E*
10. Work with district departments to develop Requests for Proposals (RFP's), specifications, and conduct formal and informal bidding procedures. *E*
11. Recommend alternates for cost savings and improved delivery. *E*
12. Maintain the district's inventory of contracts and notifies departments when contracts are expiring. *E*
13. Maintain, organize, and retain purchasing documentation. *E*
14. Maintain the district's purchasing manual, make recommendations for updates and improvements to the manual in support of improved operations. *E*
15. Oversee mail distribution and warehouse functions, including receiving, inventory management, asset tracking, and records management. *E*
16. Develop and maintain records retention and destruction policies, procedures, and schedules. *E*
17. Develop and implement business and marketing plans for Auxiliary enterprise functions, including the golf range and the copy center. *E*
18. Oversee the copy center operations to ensure appropriate business operations, including profitability of the center and the development of new products and services. *E*
19. Manage the district copier fleet program and related vendor contracts to ensure appropriate configurations, placement, cost controls, and cost effectiveness of the maintenance contracts. *E*
20. Perform related duties as assigned.
21. Complete special projects as needed.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles of accounting, auditing, financial record-keeping and reporting, budget preparation and compilation.
- Auxiliary operations and regulatory environment.
- Enterprise business models
- General purchasing and contracting concepts and principles; public procurement regulations and policies.
- Regulations and guidelines related to records retention, storage, and disposal.

Ability to:

- Effectively plan, organize, and direct the functions and activities of a comprehensive auxiliary program.
- Provide leadership and effectively train, supervise, and evaluate the activities of others.
- Analyze, interpret, and apply pertinent laws, regulations and policies.
- Respond to requests in a timely manner.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree from an accredited institution in accounting or related field and three (3) years of increasingly responsible experience in operations and management.

DESIRABLE QUALIFICATIONS

Master of Business Administration (MBA) or equivalent

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Driving a vehicle to conduct work as necessary.

EMPLOYMENT STATUS

Classified Administrator

E: Essential functions of the job.

Approved by the Board of Trustees on September 21, 2018.

Leadership X