

## **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