

COMPTON COMMUNITY COLLEGE DISTRICT



DIRECTOR OF PURCHASING AND AUXILIARY SERVICES

FLSA: EXEMPT

POSITION DESCRIPTION:

Under the direction of the Vice President of Administrative Services, the Director of Purchasing and Auxiliary Services will provide overall leadership in planning, organizing, and directing the Compton Community College District procurement of goods and services; contract administration; auxiliary services, including cafeteria, bookstore, campus-wide vending; events; and facilities rental.

ESSENTIAL DUTIES/FUNCTIONS:

- Plan, develop, recommend and administer policies and procedures related to Compton College and department planning on purchasing, auxiliary services, and facilities rental/ special events departments' matters.
- Authorize purchase orders and agreements for goods and services and develop contracts or modify existing agreements to adhere with prescribed District requirements and to minimize risk to the District.
- Arrange for declaration of surplus property by the Board of Trustees and disposition of equipment through sealed bids, donations or public auction.
- Develop and prepare preliminary budgets for the Purchasing Office, Auxiliary Services, and Facilities Rental/ Special Events departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Attend and conduct a variety of meetings, workshops, conferences and other related activities; serve on or chair assigned committees and councils; represent Compton College at meetings in the community and other educational institutions.
- Ensure all events and rental of college facilities are in compliance with District Policies and Administrative Regulations, and Administrative Procedures.
- Develop and maintain partnerships with small business and community based organizations.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files pertaining to Purchasing, Auxiliary Services, and Facilities Rental/ Special Events Departments assigned activities and personnel.
- Serves as the campus liaison to the cafeteria, bookstore, and campus-wide vending vendors.
- Supervise and evaluate the performance of assigned staff; interview and select employees; plan, coordinate and arrange for appropriate training of subordinates; and recommend and follow through with disciplinary actions, as needed.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Must be able to plan, organize and administer the District’s purchasing, contracts, auxiliary services, and special events programs; understand and practice the principles of administration, supervision and training; access and analyze information and be able to interpret, apply and explain rules, regulations policies and procedures; assess and evaluate programs and personnel; communicate effectively orally and in writing; and be able to budget and manage funds.

REQUIRED QUALIFICATIONS:

- Bachelor’s Degree in Accounting, Business Administration, Economics, Finance, Public Administration or closely related field, **AND**
- Five years of management experience within the fields of business administration, purchasing, safety and health, risk management, or other related field **AND**
- Three years’ experience in a supervisory position.

DESIRABLE QUALIFICATIONS:

Extensive background in a public agency environment, preferably community college, dealing with a variety of legal, liability and insurance administration issues including compliance, risk management and loss control is highly desirable.