

Associate Director of Business Services
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=263317>

Downloaded On: Oct. 2, 2025 3:12pm

Posted Oct. 2, 2025, set to expire Nov. 15, 2025

Job Title Associate Director of Business Services
Department Business Services - Purchasing
Institution Citrus Community College
Glendora, California

Date Posted Oct. 2, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director
Associate/Assistant Director

Academic Field(s) Administration - Other
Administration - Other

Apply Online Here <https://apptrkr.com/6609925>

Apply By Email

Job Description

Associate Director of Business Services

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Recruitment Start Date 09/30/2025

Recruitment End Date

Open Until Filled

First Consideration Date 10/29/2025

Salary Range 29

Pay Rate \$140,352 - \$184,700 annually

FLSA Status Exempt

Benefits

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Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- [19 Paid Holidays](#) and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- [Longevity Salary Increases](#)
- District paid employee post-retirement medical for those who qualify

General Description/Summary

About Citrus College

Celebrating more than 100 years of service, Citrus College is located in Glendora, California, in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

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Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

Mission Statement

Citrus College provides quality educational experiences that support our students in achieving their academic, professional, and personal goals, empowering them to make positive impacts on their communities and beyond. Citrus College faculty and staff take pride in being student-centered and in cultivating a safe, caring, compassionate, and inclusive lifelong learning environment. Our college community welcomes students from all backgrounds and ensures that they have the opportunity to achieve upward social and economic mobility.

Accreditation

Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at www.accjc.org.

POSITION SUMMARY

Under the general direction of the Director of Business Services, the Associate Director of Business Services provides oversight and assistance in the management, planning and coordination of business support services, including purchasing, contract management, risk management, environmental health and safety, transportation coordination, inventory control and warehouse operations.

Minimum Qualifications/Education and Experience

- Possession of a bachelor's degree.
- Minimum of two (2) years of demonstrated experience as a manager or in a leadership role with

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significant responsibility related to business administration, purchasing, contracts or risk management.

- Demonstrated experience in the use of enterprise resource planning (ERP) systems such as Banner, or equivalent for procurement and financial operations.

- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Preferred Qualifications

- Possession of a master's degree in business, public administration, or a related field.
- Possession of professional certifications such as Certified Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB), or similar.
- Five (5) or more years of progressively responsible experience in purchasing, contract administration, or related experience, with at least two (2) years in a supervisory or management role.
- Experience developing, reviewing and preparing bid specifications/bid packages for goods, services, or for public works/construction projects.
- Experience working for a public agency or in public education such as a school district or community college district.

Licenses and Certificates

Essential Duties and Responsibilities

- Oversees and assists with the management of the District's comprehensive purchasing and contracts management program.
- Develops and reviews a variety of contracts/agreements, including insurance coverage provisions and documentation on all construction contracts, consulting agreements, leases, purchase agreements and grant contracts.
- Assures compliance with all legal requirements related to purchasing, risk management, and environmental health and safety, including the review of contracts with outside vendors, entities or agencies.
- Assures compliance with applicable federal, state and county laws and regulations, and District policies and procedures.
- Assists with the development and management of the District's risk management program, including workers' compensation, general property and liability and other related insurance programs.
- Assists with the oversight and management of the District's bidding procedures and practices, including the development of requests for proposals.

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- Assists with the oversight and management of the District's transportation coordination and warehouse, including inventory control and management of the District's fixed assets.
- Participates and assists with the District's emergency preparedness program.
- Communicates District policy and administrative decisions to assigned personnel.
- Administers the collective bargaining agreements between the District and the classified union.
- Creates an atmosphere of collegiality, supports the goals of shared governance, and serves on a variety of committees.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of Public Contract Code and procurement best practices.
- Knowledge of overall organization, functions, and programs of the District.
- Knowledge of District policies, procedures, and activities.
- Knowledge of proper methods of storing and inventory of equipment, materials, and supplies.
- Knowledge of contract language and risk management best practices.
- Knowledge of applicable laws, rules, and regulations related to the position.
- Knowledge of principles and practices of supervising and training.
- Knowledge of basic record keeping techniques.
- Knowledge of appropriate safety precautions, procedures, and Cal/OSHA requirements.
- Ability to perform the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Ability to effectively prioritize workloads.

Physical Abilities

Working Condition

Department Business Services - Purchasing

Job Category Management

Assignment

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Full-Time

Percentage of Time 100%

Months per Year 12 months

Work Days per Week M-F

Work Schedule per Day Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

Work Shift Days

Bargaining Unit Unrepresented

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

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Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to

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investigate employment history.

Quick Link <https://employment.citruscollege.edu/postings/1412>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Citrus Community College

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