

Executive Director of Business Services - EXTENDED  
South Orange County Community College District

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<b>Job Title</b>	Executive Director of Business Services - EXTENDED
<b>Department</b>	Purchasing (Dist) (Dist-013-092)
<b>Institution</b>	South Orange County Community College District South Orange County, California
<b>Date Posted</b>	Sep. 11, 2017
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Business Administration - Executive
<b>Job Website</b>	<a href="http://jobs.socccd.edu/postings/8171">http://jobs.socccd.edu/postings/8171</a>

**Apply By Email**

**Job Description**

To plan, organize, coordinate and direct the District's centralized purchasing, contracting, risk management, material management, and related functions, including purchasing, contract administration, capital project equipment and procurement, District-wide procurement standards, Procurement Card program development and administration, contracting operations, property, liability, worker's compensation and other risk management programs relating to the District's self-insurance and conventional insurance coverage including claims' activity management, records management, mail and courier services, shipping and receiving, warehouse operations, central stores, fixed asset management, material safety data sheets, and surplus disposal program.

Working cooperatively with the Vice Chancellor of Business Services and ensure that areas of assignment are operating within appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; ensure timely and accurate submission of required reports;

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coordinate with other departments, vendors, consultants, and outside agencies in matters related to areas of assignment; supervise and evaluate the performance of assigned staff; and provide responsible and complex support to Vice Chancellor of Business Services; ensure that areas of assignment maintain strict ethical and legal practices; review related operating policies and procedures periodically and implement improvements.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; and encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and an interest based approach to problem solving.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives Business direction from the Vice Chancellor of Business Services.

Exercises functional and technical supervision over the Purchasing Manager, Risk Manager, Central Services Manager, Contracts Specialist, consultants and other personnel as assigned.

**Contact Information**

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

Please see the job description for contact details pertaining to this university job announcement.