

San Jose/Evergreen Community College District
Classified Management Job Description

Position: District Director, Business Services

Department: Administrative Services

POSITION PURPOSE

Under general direction, the District Director, Business Services plans, organizes, directs and integrates operations of centralized business services functions with responsibilities for procurement, vendor contracts operations, warehouse and mailroom services, risk management and other business support functions for the District; directs a staff to review and approve purchase orders, develop contract agreements, receive/distribute mail, coordinate warehouse operations, and oversee risk management program; provides complex assistance to departments, agencies and staff in assigned areas and ensures exceptional service delivery and financially sustainable operations; develops and maintains strategic operational goals and objectives consistent with general policy, guidelines, mission and objectives; and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, directs, controls, integrates and evaluates procurement services, warehouse and mail room operations and risk management activities; manages contract development and maintenance with vendors and internal/external customers, and coordinates a risk management program to minimize District liability.
2. Directs, integrates and evaluates purchasing activities including receiving and approving purchase order requests for goods, services, and public works projects; develops, prepares, evaluates and recommends formal and informal bid specifications and competitive bid packages; analyzes incoming proposals and competitive market data; provides assistance to District administrators in preparing bid specifications and packages for purchases.
3. Directs and manages the work assignments and performance of assigned staff, student workers and volunteers; interviews and participates in selecting employees; trains, counsels, evaluates and disciplines personnel according to established policies and procedures.
4. Develops processes and procedures to review, approve and monitor contractual agreements between the District/colleges and various vendors; streamlines purchasing processes and provides guidance to internal customers while adhering to established policies and procedures; develops and maintains relationships with vendors and internal customers for assigned products and services.
5. Approves and manages encumbrances, ensuring accurate vendor records, proper supporting documentation and appropriate purchasing activity; administers and maintains service agreements and vendor contracts to comply with terms of agreement, District and procurement guidelines; prepares contracts and purchase orders for services and supplies; obtains bonds, equipment leases, licenses, service contracts, insurance certificates, warranty certificates and related required documentation from vendors according to quotation/bid or contract agreement.
6. Directs a District-wide risk management program by maintaining property and liability insurance and mitigating tort liability; renews and maintains insurance policies; develops and evaluates policy proposals and selects providers; responds to provider's surveys; produces ad hoc reports for surveys.

7. Serves as a technical advisor on risk management policies; provides general guidance and technical expertise to employees, third-party administrators, legal professionals and others, and ensures conformance with all applicable laws, regulations, codes, and District policies and procedures.
8. Represents the District with insurance Joint Powers Authority and manages internal and external insurance certificate/risk transfer programs; oversees claims processing and monitors case management activities performed by third-party administrators.
9. Collaborates with other departments to ensure proper implementation of employee safety programs; recommends policies and procedures for Injury and Illness Prevention Program (IIPP), Chemical Hygiene Plan, and Spill Prevention Control and Countermeasure Program (SPCC).
10. Coordinates with other District administrators and departments to define and monitor procedures and guidelines on property and liability accident reporting; communicates and participates with insurance providers to report and investigate claims; maintains records and files on all claims.
11. Directs District mailroom and warehouse operations including receiving, inventory, storage, disposal, and distribution of stock equipment and supply items; develops procedures and guidelines to ensure proper inventory of assets and storage of warehouse goods; serves as the primary point of contact for receiving assets and distributing asset requests.
12. Directs and reviews preparation of recommendations for Board actions related to contracts, surplus, and procurement activities; establishes calendar of due dates in alignment with Board meeting dates for the bond services team.
13. Administers the Procurement Card program; develops and maintains P-card policies, procedures, manuals and forms; performs audits of statements and ensures timely submission of related reports; ensures compliance with applicable regulations, laws, and policies.
14. Participates in developing and administering the department budget; contributes to the development of and monitors performance against the annual department budget; forecasts funds needed for the department's staffing, equipment, materials and supplies and approves department expenditures; directs and oversees the development, implementation and evaluation of plans, processes, systems and procedures.
15. Makes presentations to the Board of Trustees and other board-level groups.
16. Leads and serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
17. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Federal, state and other applicable laws and regulations and District policies and procedures governing public purchasing and contracting activities.
2. Principles, methods, procedures and legal requirements of public procurement, storage of goods, automated inventory control, risk management, loss prevention, and multi-line claims handling.
3. Contract law and contract document development.
4. Principles and practices of risk management pertaining to liability and property coverage.
5. Principles and practices of integrated purchasing systems.
6. Methods and standards of warehouse operations including inventory maintenance.

7. Methods, principles, practices, terminology, and procedures of governmental and generally accepted accounting standards.
8. Practices and techniques of budget preparation and control.
9. Principles of supervision, training and performance evaluation.
10. Federal, state and other applicable laws and regulations and District policies and procedures governing purchasing functions including applicable sections of the California Education Code and Title 5.
11. Theories and techniques of negotiation, mediation and conflict resolution.
12. Principles and practices of effective management and supervision.
13. Principles and practices of strategic planning.
14. Principles and practices of organizational improvement and culture change.
15. Board Policies, Administrative Regulations, Accrediting Commission for Community & Junior Colleges Standards, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, direct and evaluate the programs and activities of District business services.
2. Understand, interpret, explain and apply laws, rules, policies, and regulations.
3. Develop clear and concise bid specifications, contracts, budget reports and related documents.
4. Represent and promote the District's interests in administering contract and risk management programs.
5. Prepare clear and accurate financial statements, reports, schedules and records.
6. Develop and maintain procurement standards.
7. Present solutions to management with confidence and effectiveness.
8. Communicate effectively both orally and in writing, including writing complex reports and presentations.
9. Direct, schedule, coordinate and evaluate the work of assigned employees.
10. Work effectively with District personnel, contractors and their representatives, and legal advisors.
11. Build and foster knowledgeable, cohesive and effective work teams.
12. Establish and maintain cooperative and effective working relationships with others.
13. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. Bachelor's degree in business administration, accounting, finance or a closely related field.
2. Five years of business services experience including two at a supervisory or manager level.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Proficiency in the use of integrated purchasing programs and software applications.
2. Prior experience working in a higher education institution is preferred.

3. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-26

EEO Category: 2B1- Executive/Administrative/Managerial