



**West Valley - Mission**

Community College District

## CLASS SPECIFICATION

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### **EXECUTIVE DIRECTOR, GENERAL SERVICES**

Classified Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 17

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#### **DEFINITION**

To provide leadership and to plan, organize, direct, and review the activities and operations of the general services division including purchasing, risk management, contract administration, and shipping and receiving functions; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to the Vice Chancellor.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice Chancellor.

Exercises direct supervision over assigned supervisory and administrative support staff.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop, plan, and implement division goals and objectives; recommend and administer policies and procedures.

Coordinate division activities with those of other divisions, departments, and outside agencies and organizations; provide staff assistance to the Chancellor and Vice Chancellor; prepare and present staff reports and other necessary correspondence.

Direct, oversee, and participate in the development of the division's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the general services budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures.

Select, train, motivate, and evaluate staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the division.

Manage the risk management function for the district including oversight of workers' compensation management and insurance programs, acting as liaison with legal counsel, reviewing property and liability claims, tracking litigation, determining disposition and settlement of claims, and communicating with claimants.

Interview vendors; analyze prices and market trends; prepare bid specifications and conduct bid openings; create, contract administration to include following all relevant laws, develop, maintain and reviewing all district contracts for final signature of Vice Chancellor.

Manage the district's warehouse function for receipt, issuance, storage and protection of all materials and equipment; establish warehousing and distribution standards and procedures.

Manage, audit and issue district procurement cards; maintain and retain various records.

Represent the division to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of insurance laws, claims, and settlement procedures.

Principles and practices of risk analysis, risk avoidance, loss control, public procurement, contracts and storage of goods.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, state, and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration, and personnel management.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Principles and practices of budget preparation and administration.

**Ability to:**

Plan, direct, and control the administration and operations of the general services division.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve division related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer division budgets; prepare clear and concise reports, contracts, bid specifications and packages.

Develop and implement division policies and procedures.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply district and division policies, procedures, rules and regulations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Seven years of increasingly responsible experience in purchasing or risk management, including two years of administrative and management responsibility.

#### **Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, finance, or a related field.

*EEO Category: Executive/Administrative/Managerial*

*Date Approved: July 1, 2016*