

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **DIRECTOR ADMINISTRATIVE
SERVICES & EMERGENCY
RESPONSE**

SALARY TABLE: **30**

SALARY RANGE: **150**

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize and direct operations and activities involved in emergency readiness and response, training and compliance; the warehouse, purchasing of supplies, equipment and services for the College; coordinate the bidding process, warehousing functions, requisition processing, personnel, resources and communications to meet College needs and assure smooth, efficient and cost-effective purchasing activities; supervise and evaluate the performance of assigned personnel, additionally responsible for the administrative services functions of the College; performs management duties within the Administrative Services organizational structure; supervises and oversees administrative services; directs and coordinates specific District wide risk management functions and activities; and provides support functions for College programs as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Emergency Response:

Bring the college into compliance and ensure ongoing compliance with emergency preparedness regulations, protocols, procedures, and laws; ensure ongoing readiness for all aspects of emergency/disaster preparedness and response and develop emergency preparedness procedures for the campus. Design, plan and conduct readiness and response training for safety marshals, drills and exercises, interface with local police, fire and disaster agencies and those organizations responsible for emergency planning and response.

Coordinate planning, developing, and implementing strategic initiatives that strengthen the campus's ability to respond and recover from an emergency.

Perform complex technical work in emergency preparedness and disaster planning. Develop plans and procedures using a combination of original and emergency management professional standards approaches/techniques to solve substantive, complex emergency preparedness, response, and recovery challenges.

Plan, develop, and maintain a comprehensive all-hazards emergency operations plan including hazard specific appendices and functional annexes for both natural and human-cause identified campus hazards. Coordinate with campus units on preparedness and planning initiatives; guides, instructs, motivates, assists, and facilitates the emergency management activities of all departments; assists departments with creating, reviewing, updating, and fulfilling departmental planning efforts;

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and track progress, create reports, and coordinates emergency management efforts throughout the campus. Direct and manage a campus-wide network of the Building and Emergency Management

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Safety Marshal Program.

Interact with various municipalities, police, fire, hazardous materials (hazmat) teams and other emergency preparedness, representing the District to build local, state, and national partnerships to support the Emergency Management program; identify, develop, and maintain Memorandums of Understanding (MOUs) with planning and response partners.

The Position will be an acknowledged campus expert on emergency planning and preparedness, and will be required to be available at all times (i.e. on 24 hour call). The incumbent will assist with activation, direction and coordination of the EOC, including coordinating Mutual Aid with outside agencies, providing status reports to Chancellor and Executive Policy Group, County of Santa Barbara and State of California, and de-activation of EOC and transition to recover phase. Writes and updates manuals and procedures.

Purchasing/Contracts:

Plan, organize and direct operations and activities involved in the purchasing of supplies, equipment and services for the College; assure timely and cost-effective delivery of goods and services; establish and maintain purchasing and administrative services time lines, priorities, policies and procedures; assure purchasing and administrative services activities comply with established laws, codes, regulations, policies and procedures.

Coordinate the bidding process, warehousing functions, requisition processing, personnel, resources and communications to meet College needs and assure smooth and efficient purchasing activities; assure proper and timely resolution of purchasing issues, conflicts and discrepancies; recommend approval of contracts and terms and conditions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Coordinate activities to assure accurate and timely processing of purchase requisitions and information; direct and participate in the input of purchasing information into an assigned computer system; oversee the generating of purchase orders; review and authorize purchase orders as appropriate.

Establish bidding time lines; write and assure completeness and clarity of bid specifications; obtain, compare and evaluate bids, quotations and proposals to determine cost-effectiveness and compliance with specifications; review and provide technical input concerning contracts.

Review and evaluate requisitions to determine appropriate procurement method; research and evaluate contractors and sources of supply; confer and negotiate with vendors and contractors concerning price, specifications, product information, services, delivery, credit and other issues.

Order goods and services according to established policies and procedures; select vendors according to price effectiveness, product quality and vendor reliability; recommend bid awards and contracts; assure compliance with bid specifications and quotes.

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Coordinate warehouse functions to assure timely receipt, inspection, processing, storage and issuing of goods and equipment; follow up on delayed shipments, discrepancies and damaged deliveries; coordinate, conduct and account for regular and periodic inventories of supplies and equipment.

Coordinate purchasing activities, communications and information between departments, vendors, contractors and others; respond to inquiries and provide technical information concerning purchasing activities, orders, bids, supplies, equipment, contracts, time lines, policies and procedures.

Oversee the distribution and collection of College District keys and related locksmith functions; coordinate inventory functions to assure accurate accounting of keys; assure proper maintenance of electronic locks and related access codes.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to bids, purchase orders, keys, locks, inventory, personnel, vendors, requisitions, receipts, surplus equipment and assigned activities.

Develop and prepare the annual preliminary budget for purchasing and administrative services functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Oversee the District Cal-Card program.

Provide technical information and assistance to the Vice President-Business Services regarding purchasing and administrative services activities, needs and issues; assist in the formulation and development of purchasing/administrative services policies, procedures and programs.

Communicate with personnel, administrators, vendors, contractors and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Coordinate the identification, storage and disposal of surplus equipment for the College.

Responsible for managing contracts, supplier negotiation, negotiation contract terms and conditions, supplier management and collaboration with internal District departments.

Administrative Services:

Direct the reservation, rental and use of District facilities by College and community groups; process requests for the rental of campus rooms and athletic facilities; coordinate services and employee work assignments for related campus events; maintain reservation systems and schedules; assure facility usage and related activities comply with District policies and procedures.

Plan, organize and direct a variety of risk management activities for the College including Workers' Compensation, property and liability, safety and loss control programs and functions; establish and maintain related time lines priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Serve as District ADA/504/508 Compliance Coordinator, responsible for the receipt and impartial investigation of grievances and complaints related to disability discrimination as submitted by students or employees.

Review, analyze, investigate and coordinate response to Workers' Compensation claims filed against the College; evaluate claims, confer with claims examiners, determine legitimacy and recommend or approve settlement or litigation options based on interpretation and application of established laws and investigative results.

Develop and implement strategies to minimize risk by projecting potential losses to the College and determining appropriate response to identified risks; compile and analyze risk management data; oversee the investigation of safety hazards and liability issues; implement related corrective actions, preventative measures and methods to reduce, eliminate or transfer potential losses and risks.

Coordinate extended absences and related accommodations for employees due to workplace injuries with the Human Resources department; review and approve permanent disability awards as directed; follow up on disability status as needed.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to safety programs, claims, loss experience, insurance, OSHA, injuries, personnel and assigned activities; prepare insurance certificates, facility use requests and safety work orders as needed; prepare, process and evaluate various forms and applications.

Provide technical information and assistance to the Vice President-Business Services concerning risk management, safety and facility use functions, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Manages District risk management program to include developing, implementing and disseminating plans, policies, standards, and procedures for effective risk management and control.

Evaluates extent of risk exposure and, where feasible, develops programs to minimize financial risk to the District.

Coordinate and direct community services and relations with designated public agencies.

Attend and conduct various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of operations and activities involved in the purchasing of supplies, equipment and services for the College.

Emergency preparedness and response training regulations, protocols, procedures and laws.

Principles, methods, practices and procedures of purchasing, administrative services, contract administration and warehouse activities.

Bid specifications, contract preparation, specification requirements and price negotiation procedures.

Equipment, supplies and services utilized in a college district.

Contractors, sources of supply, vendors, commodity markets, marketing practices and commodity pricing methods.

Warehousing procedures, material handling, inventory control and distribution.

Technical aspects of researching, comparing and purchasing services, supplies and equipment.

Use and terminology of requisitions, purchase orders and other warehouse documents.

Inventory practices and procedures.

Applicable local, State and federal laws, codes, regulations, policies and procedures.

College organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Budget preparation and control.

Planning, organization and direction of risk management activities including Workers'

Compensation, property and liability, safety and loss control programs and functions.

Principles, practices, procedures, strategies, terminology and techniques involved in the processing, evaluation, investigation and resolution of Workers' Compensation and property and liability claims.

Laws relating to Workers' Compensation, insurance coverage, employer liability and public liability.

Risk management, exposure identification and loss control principles, strategies and techniques.

Principles, practices and procedures of claims management and risk financing.

Safety inspection and accident investigation practices and procedures and related corrective actions.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct operations and activities involved in the purchasing of supplies, equipment and services for the College.

Ensure ongoing readiness for all aspects of emergency/disaster preparedness and response.

Coordinate the bidding process, warehousing functions, requisition processing, personnel, resources and communications to meet College needs and assure smooth and efficient purchasing activities.

Supervise and evaluate the performance of assigned personnel.

Assure timely and cost-effective delivery of goods and services.

Receive, compare and evaluate bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.

Direct activities involved in the receipt, storage and distribution of supplies and equipment.

Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.

Coordinate activities to assure accurate and timely processing of purchase requisitions and information.

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Plan, organize and direct a variety of risk management activities for the College including Workers' Compensation, property and liability, safety and loss control programs and functions.
Review, analyze, process and determine appropriate response to Workers' Compensation and property and liability claims filed against the College District.
Oversee the reservation, rental and use of District facilities by College and community groups.
Determine claim legitimacy and recommend or approve settlement or litigation options based on interpretation and application of established laws and investigative results.
Develop and implement mandated safety programs including injury and illness prevention, exposure control, disaster preparedness and ergonomics.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Analyze complex information related to purchasing, contracts, and risk management
Understand, interpret and apply a variety of laws, regulations and litigation concerning District contracts.
Perform duties in compliance with applicable College rules and regulations, policies and procedures.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and four years increasingly responsible experience involving the purchase of supplies, services and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex materials.
Ability to remain in a stationary position for extended periods of time.
Communicating and expressing oneself clearly on a variety of topics in conversation with, and in presentations to, staff, students, and members of the community.