

## **RIO HONDO COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR OF CONTRACT MANAGEMENT AND VENDING SERVICES**

#### **DEFINITION**

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities and operations of the Contract Management and Vending Services department including fixed assets, vendor services, warehouse, mail room, printing, phones, and equipment maintenance; to coordinate assigned activities with other District divisions and outside agencies; and to provide highly responsible and complex professional support to the Vice President of Finance and Business.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and administrative support staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide leadership and direction and assume full management responsibility for Contract Management and Vending Services department services and activities including fixed assets, vendor services, warehouse, mail room, printing, phones, and equipment maintenance.

Manage the development and implementation of Contract Management and Vending Services department goals, objectives, policies, and priorities for each assigned service area; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Contract Management and Vending Services department to other District divisions and outside agencies; explain and interpret Contract Management and Vending Services department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, counsel, and evaluate Contract Management and Vending Services department personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, and coordinate the Contract Management and Vending Services department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Contract Management and Vending Services department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Contract Management and Vending Services department activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Superintendent/President and District Board; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Contract Management and Vending Services department programs, policies, and procedures as appropriate.

Develop and maintain construction contracts; report to State agencies on compliance and/or change; prepare documentation for Federal and State claims or matching funds for construction projects and equipment.

Develop and maintain a hazardous materials program which complies with applicable laws.

Oversee the operations and services of telecommunications and mail systems and services.

Supervise, monitor, coordinate, and develop RFP's, RFQ's, quotes, and bids, including public works projects.

Coordinate risk management activities, including liability and insurance.

Coordinate and manage fixed assets, central stores, and warehousing.

Monitor, coordinate, and manage contract services, including book store and food services.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of purchasing and contracts.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of a comprehensive Contract Management and Vending Services program.

Organization and management practices as applied to the analysis and evaluation of Contract Management and Vending Services programs, policies, and operational needs.

Modern and complex principles and practices of Contract Management and Vending Services program development and administration.

Risk management principles and concepts.

Negotiation and contract management principles and concepts.

Warehousing and central stores principles and concepts.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Contract Management and Vending Services department .

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Contract Management and Vending Services department services.

Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Contract Management and Vending Services department issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Contract Management and Vending Services department goals.

Research, analyze, and evaluate new Contract Management and Vending Services department service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and Contract Management and Vending Services department reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Contract Management and Vending Services department programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three years of responsible professional purchasing experience.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

**Training:**

Bachelor's degree from an accredited college or university. A Master's degree is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

A CPM Certificate is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 47

**Effective Date:** May 11, 2005, December 11, 2014

**Revised Date:** February 16, 2006, December 10, 2014 (Title Only)