

DIRECTOR OF RISK MANAGEMENT, PURCHASING AND RECEIVING**DEFINITION**

Under general administrative direction of the Vice Chancellor of Fiscal Services, plans, manages, and oversees the District's purchasing and warehousing operations, and the administrative activities in support of the District's risk management; serves as a resource to District personnel regarding material, supplies, and equipment; serves as a liaison between the District and other agencies regarding purchasing and risk management issues.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Vice Chancellor, Fiscal Services.

Provides direct supervision to professional, technical, and other administrative support staff, as assigned.

EXAMPLES OF DUTIES**PURCHASING:**

- Plan, organize and supervise the buying and related purchasing functions within the District.
- Plan, organize, develop, and implement procedures and guidelines relative to the warehousing and distribution of goods, supplies, material, and equipment.
- Review, monitor, and evaluate requisitions for supplies, materials, equipment, and services to ensure that specification standards are met.
- Obtain quotes and data pertaining to the procurement of commodities and services; take lead on District purchase of computer hardware and software and other technical items as well as all office supplies.
- Prepare bid specifications for the procurement of other large or unusual commodities and services.
- Review and analyze bid data, and prepare reports recommending selection and awarding of bids.
- Review, analyze, and evaluate inventory control records to ensure that the warehouse is appropriately stocked to meet the District's needs.
- Supervise and assist in conducting physical inventory of District-owned capital equipment and federal and grant purchased equipment; coordinate with accounting staff relative to maintaining inventory records.
- Plan, organize, schedule, and evaluate the performance of the purchasing and warehouse personnel.
- Plan, develop, and conduct personnel orientation and in-service training programs for Purchasing Office personnel and District personnel requiring training for requisition of goods and services.
- Oversee auctions and sale of obsolete and surplus property.
- Confer with and advise District personnel on matters relative to purchasing procedures and specifications; analyze bids and prepare recommendation on awards; provide technical assistance in development and review of product specifications.
- Develop complex bid specifications and research bid sources.
- Schedule bid process; place legal notices and develop bid packages for vendors; open bids; analyze bids received; prepare spreadsheet analysis of bids; make recommendations on awarding of bids.
- Examine and approve purchasing transactions; solicit quotes and bids for a variety of commodities needed in a wide spectrum of community college programs.
- Prepare reports for Purchase Order monthly activity for review by District executive staff and the Board.

- Perform other duties as assigned.

RISK MANAGEMENT:

- Plan, organize, and assess the effectiveness District's risk management, insurance programs, workers' compensation program, and the new employee safety training program.
- Coordinate the implementation of goals and objectives; establish schedules and methods regarding the District's liability, insurance, and loss control; recommend policies and procedures, and implement policies and procedures.
- Provide general guidance and technical expertise to employees, third-party administrators, legal professionals, and others as well as ensure conformance with all applicable laws, regulations, codes, and District policies and procedures.
- Develop and implement a loss control program, including return to work, by compiling, evaluating, and determining methods for reducing the frequency and severity of workers' compensation and liability claims against the District.
- Conduct employee safety inspections and identify potentially unsafe conditions, including work stations; prepare recommendations for improvements and implementation.
- Meet with departments regarding risk management and loss control needs and requirements; contact departments to review claims against the District and suggest operational improvements to reduce employee accidents and liability claims against the District; prepare and distribute safety material and aids.
- Build and maintain positive working relationships with co-workers, other District employees, and the community using principles of good customer service.
- Serve as a liaison between the District's claims administrator, insurance companies, claimants, current/potential contractors and others regarding risk management issues.
- Responds to complex inquiries regarding District insurance programs and mandated cost programs; communicates and coordinates with District staff regarding safety, accident prevention and other risk management program activities.
- Serve as a technical resource to others regarding risk management functions; explains and interprets policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public.
- Develop and administer the District Injury Illness and Prevention Plan (IIPP).
- Coordinate with consultants to create online safety training programs for the District's employees.
- Receive and review proposed contracts and agreements to ensure that contractors have the liability and other insurance coverage as required in the contract.
- Receive, process, and maintain liability records and claims; communicates and coordinates with the third party administrator to update and maintain information regarding any current claims for damages and associated lawsuits.
- Work with the District insurance broker to gather renewal data for both student and liability insurance policies.
- Provide proof of District insurance coverage to staff and others as needed; receives and processes proof of insurance coverage submitted from outside vendors.
- Perform complex technical research on internal and external data, methods, mechanisms and processes; develops and runs complex computerized queries; tabulates and summarizes data; identifies trends and concerns and performs advanced technical data analyses and comparisons.
- Monitor and review risk management legislation and compliance requirements.
- Represent the District at local, regional, and statewide risk management conferences and training sessions.

- Prepares complex technical documents including Board Reports and action requests; may develop and prepare visual presentations, flyers, and graphic materials; may assist with general administrative activities as assigned.
- Perform other related job duties as assigned.

ENVIRONMENTAL HEALTH & SAFETY TRAINING MONITORING

- In coordination with the college's Campus Safety responsible for development, training and maintenance for the following environmental health and safety programs; Heat Illness Training, Formaldehyde Plan, Chemical Hygiene Plan, Web-based Safety Training Administration, Utility Cart Training, Hazard Communications Plan, Hazardous Waste Reporting Plan, Random Drug and Alcohol Training, Ergonomics Program, Lockout/Tagout and Confined Space Program, Blood Borne Pathogens Processing Program, and Medical Waste Program.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of risk management; principles, methods, and techniques involved with the purchase of supplies, materials, and equipment required for an educational organization.
- Pertinent federal, state, and local laws, codes, and regulations pertaining to risk management and safety programs.
- California Education Code, Public Contracting Code, California Government Code, and other state and federal guidelines related to purchasing.

Methods and techniques of technical research, data compilation, and report preparation.

- Applicable computer applications specific to the District as well as Word, Excel, and PowerPoint.
- Sources of commodities, supplies, and general marketing trends.
- Financial, inventory control, and purchasing record maintenance systems.
- Methods of effective planning, organization, coordination, and supervision techniques.
- Principles of budgeting, accounting, and inventory control.
- Standard purchasing terminology, specification development, and bidding procedures; standard contract language formats.
- Methods of business and report writing including English usage, spelling, grammar, and punctuation

Ability to:

- Maintain confidentiality of work performed.
- Interpret and apply legal mandates, rules, regulations, and District policy pertaining to purchasing and warehouse functions; analyze and evaluate commodity and service pricing and availability trends.
- Make arithmetical calculations with speed and accuracy.
- Establish and maintain a variety of specialized technical and complex files, catalogues and records.
- Communicate effectively in oral and written form, utilizing a specialized and technical format.

- Prepare a variety of technically complex correspondence and documentation.
- Perform technical data analysis and report production.
- Review and process contracts.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships in and out of the District.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Possession of Associate in Claims (AIC) and/or Associate in Risk Management (ARM) certification is desirable.

Possession of Certified Purchasing Manager (CPM) designation is desirable.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment, and material weighing up to 10 pounds. OR occasional lifting of papers, files, equipment, and material weighing up to 75 pounds.
- **Pushing:** ability to push weights of up to 200 pounds on a cart.
- **Visual Requirements:** close vision sufficient to read files, documents, computer screens, and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others, including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

The combination of education, experience, and/or training that would likely provide the above-required knowledge, skills, and abilities is qualifying. The pattern that would provide the knowledge, skills, and abilities is:

- Education: Equivalent to the completion of a Bachelor's degree in business or public administration, finance, insurance administration or related field, including course work and training in accounting, risk management, purchasing, business office management, business law, or a closely related field.
- Experience: Five years of increasingly responsible management experience involving purchasing and risk management functions for a public or educational agency.