

DIRECTOR OF BUSINESS SERVICES

DEFINITION

Plans, organizes, directs, coordinates, and evaluates the District's centralized business services functions.

TYPICAL DUTIES

Plans and directs the District's centralized business services functions which includes the areas of:

- Contracts
- Risk management
- Purchasing
- Employee benefits
- Environmental and occupational health and safety
- Emergency Preparedness
- General staff support services

Directs the preparation of specifications, bid conditions, award of contracts, contracts, and related documents.

Directs a District-wide risk management program which includes property and liability insurance, tort liability, workers' compensation, and environmental and occupational health and safety and acts as a technical advisor.

Directs the development, implementation, and maintenance of a risk avoidance program.

Directs the administration of the group benefit programs and services of the District and acts as an advisor to the Joint Labor Management Benefits Committee (JLMBC).

Directs the development and implementation of a comprehensive environmental and occupational health, safety and emergency preparedness program for the District.

Provides general administrative direction over the facilities management for the District Office.

Provides general administrative direction over the business services for the LACCD Van de Kamp Innovation Center (VDK Center) and District leased commercial property.

Directs the operations of the District Office Support Services Unit.

Assists the Deputy Chancellor in developing business plans and policies which are consistent with the goals and objectives of the District and prevailing business trends and practices.

Provides advice and assistance to District administrators on the implementation and management of business operations at their location.

Responds to site emergencies on a District-wide basis to assist and direct the determination of effective and appropriate action.

Coordinates the District's centralized business services functions with other departments and the colleges.

TYPICAL DUTIES (Cont.)

Represents the District at a variety of meetings, committees, and conferences on matters related to business services.

Analyzes state legislative and administrative decisions, regulations, and policies to determine their impact on the business operations of the District.

Directs and prepares correspondence, reports, and presentations regarding business services.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Director of Business Services** is responsible for administering a diverse group of District-wide business functions which include the areas of contracts, risk management, purchasing, employee benefits, environmental and occupational health and safety, emergency preparedness, and general office support services.

A **Risk Manager** develops, implements, and administers risk management programs designed to minimize losses and to assure the efficient and economical operation of the District's liability, workers' compensation, and loss-control programs.

SUPERVISION

General direction is received from the Deputy Chancellor. General supervision is exercised over management, professional, technical, and clerical staff assigned to Business Services.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of governmental purchasing and contract law

Principles and practices of governmental contracting

Principles and practices of risk management

Policies and business practices of the insurance industry

Principles and practices of environmental and occupational health and safety

Principles and practices of disaster planning and emergency management response procedures

Principles and practices of business and public administration

Principles and practices of personnel management

Federal, state, and local laws, ordinances, codes and regulations related to assigned functions

State legislative processes and procedures

Principles of organization and management

Principles of supervision and training

Capabilities of computer systems, software, and hardware common to the business and operational functions of Business Services

Ability to:

Plan, organize, direct, coordinate, and evaluate a complex and diverse program of business functions
Recognize the critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
Anticipate conditions, plan ahead, establish priorities, and meet schedules
Act independently and promptly to situations and events
Motivate, direct, train, and develop others
Stimulate teamwork and promote cohesiveness to achieve departmental goals
Establish and maintain effective working relationships with administrators and staff of the District and other public and private organizations
Prepare effective written and oral communications, reports, and presentations
Effectively utilize computer equipment and management information systems in the performance of duties
Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education

Graduation from a recognized four-year college or university preferably with a major in business administration, public administration, or a closely related field. An advanced degree with a major in business administration, public administration, or a closely related field is desirable.

Experience:

Five years of professional-level full-time paid business management experience including two years of recent experience in an administrative or supervisory position over business operations. Public agency business management experience is desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.
Access to an automobile.
Must meet the requirements for bonding.