



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### DIRECTOR OF GENERAL SERVICES

An Administrative Position  
Grade AE – Salary Schedule 20

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#### A. General Statement

Responsible to the Executive Vice Chancellor for the management and coordination of policies and procedures related to the establishment, implementation and evaluation of District purchasing functions, including a procurement card program, formal and informal bids, requests for quotes, vendor relations, and cost containment measures. Responsible for ensuring efficient and legal purchasing standards; administration of District fixed assets and record retention programs, mail and supply processing, delivery and distribution services, and emergency planning and preparedness. The Director of General Services classification is a classified administrator.

#### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Plan and implement mechanized/streamlined systems to process purchasing requisitions from the three Colleges and central District administration building; plan, organize, direct and evaluate the work of professional, clerical and other staff in the central District purchasing department
2. Develop, modify and implement an online system for the purchase, by District departments, of supplies, materials and equipment
3. train staff in the use of an online requisition and related financial system
4. Maintain current information on the applicable regulations affecting purchasing and disseminate such information to College administrators and staff
5. Research, survey, report, propose and implement operational procedures for bidding, including development, editing, and finalizing of specifications, advertising to vendors, reviewing and analyzing bids, maintaining records and files
6. Exchange information with administrators, vendors, contractors and other business representatives regarding purchase order status, compliance issues, documentation of bid activities, bid selections, and a variety of related matters
7. Evaluate the performance of new equipment, furniture, fixtures and products
8. Establish, implement and evaluate system for inventory control and maintain records for existing and new District equipment
9. Plan and facilitate District wide disposal of surplus property

10. Make recommendations to the Executive Vice Chancellor and other administrative staff for changes in vendors, contractors, quality of materials and other issues, based upon research, cost estimates, bidding processes, and other acquired data
11. Review and administer contracts including copying, leased equipment, vending and food service
12. Evaluate the need for, design and conduct purchasing/Banner training and college outreach
13. Perform other related duties as assigned

**C. Requirements**

1. A Bachelor's degree from an accredited college or university in Business Administration or a closely related field or equivalent;
2. One year of formal training, internship or leadership experience reasonably related to the managerial assignment; OR, possession of a California Community College Supervisor Credential;
3. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff.

**D. Knowledge, Skills & Abilities**

1. Experience with volume purchasing, cost analysis, and demonstrated skills in product quality control systems
2. Experience with purchasing program planning, implementation and evaluation
3. Demonstrated skills in establishing and maintaining effective working relationships with people at all levels within and outside of the organization
4. Demonstrated skill in complex research, reporting and strategic planning
5. Demonstrated skills in oral and written communication, including the origination of project system documentation
6. Skill in the use of technological applications to affect efficiency in clerical and related office operations
7. Demonstrated skill in the use of a variety of computer software in compiling and reporting complex financial, statistical and other data
8. Knowledge of Federal, State and local regulations, policies and procedures applicable to procurement and volume buying for a public education institution
9. Knowledge of methodologies used in product quality control systems
10. Knowledge of technological applications to affect efficiency in administrative and clerical office operations
11. Knowledge of the regulations and methodologies used in purchasing program planning, implementation and evaluation
12. Skill in respectful and sensitive communication with people of diverse cultures, language groups and abilities
13. Skill in establishing and maintaining efficient and effective working relationships with people at various levels within organizations
14. Skill in oral communication, including public speaking and persuasive communication
15. Skill in written communication
16. Skill in training, directing and evaluating the work of others
17. Skill in the use of a variety of computer software for research, data analysis, documentation, reporting and correspondence
18. Ability to participate effectively as part of a management and planning team
19. Ability to build and maintain an effective and productive customer service team