



PERALTA COMMUNITY COLLEGE DISTRICT

333 East 8th Street * Oakland, CA 94606 * (510) 466-7200

www.peralta.cc.ca.us

College of Alameda – Laney College – Merritt College – Vista Community College

CLASSIFIED MANAGEMENT JOB VACANCY

DIRECTOR OF GENERAL SERVICES

DISTRICT ADMINISTRATIVE CENTER

OAKLAND, CALIFORNIA

APPLICATION DEADLINE DATE: OCTOBER 21, 2004 BY 4:30 p.m.

(See important detailed application procedures below.)

Appointment to this position is subject to the availability of funds)

The Chancellor of the Peralta Community College District is pleased to announce the official search process to identify and select a Director of General Services. The Peralta Community College District is located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking to appoint an individual who will become part of the Chancellor's team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The Peralta Community College District serves six cities in the East Bay. The District is renowned for its support of education and has a reputation for developing effective approaches to serving the varied interests and needs of the community. The Peralta Community College District was founded in 1964, serves 29,000 students, and is one of the top community college districts in the State of California in transferring students into the University of California system. By a nearly 80 percent margin, the District recently passed a \$153.2 million bond measure that will provide funds for extensive capital projects to enhance the learning environment at each of its colleges.

Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

THE POSITION

Under direction of the Associate Vice Chancellor for Budget and Finance (Chief Financial Officer), the Director of General Services plans, organizes, coordinates and supervises purchasing, mail services, warehouse and physical plant operations of the District. The Director of General Services, in conjunction with the Facilities Program Administrator (FPA), may also manage the administration and development of physical plant/ facility activities of the District.

EXAMPLES OF DUTIES

- Plans, organizes, monitors and evaluates the District-wide purchasing and warehousing process.
- Proposes and carries out purchasing policies and procedures of the Board of Trustees.
- Complies with all provisions of the State and Government Codes governing purchasing.
- Receives, examines, facilitates, and approves requisitions for the purchase of supplies and equipment.
- Establishes source list of suppliers who can provide goods and services in a timely manner and at the best price.
- Writes specifications, prepares bids and quotations for all major purchases.
- Develops and maintains vendor and warehouse catalogs.
- Receives and analyzes bids and makes recommendations for award to Board of Trustees.
- Directs operation of District Warehouse including maintenance of stores, inventory of equipment and fixed assets, receiving purchase orders and delivery of supplies and intra-district mail to all District sites.
- Directs and supervises the Duplicating Services Section at the District Office.
- Directs and supervises mail services at the District Office.
- Maintains District real property inventory.
- Supervises and provides management oversight for the Facilities Operations Manager, who has day-to-day responsibility for the District-wide departments of maintenance, grounds, and the District Office custodial services.
- Performs other related duties as required.

The Director of General Services, in coordination with the Facilities Program Administrator, may perform the following:

- Interfaces with and provides management oversight for consultants and contractors for District facilities programs and capital projects.
- Develops and reviews plans for construction and deferred maintenance for conformity to code regulations.
- Plans, organizes and implements long and short-range construction, improvement, programs of the District.
- Develops the Scheduled Maintenance Plan and annual project submittals for State funding.

- Develops the five-year construction and deferred maintenance plan for the District.
- Develops, negotiates, prepares for Board of Trustees approval and administers construction contracts.
- Represents the District to State and local agencies and serves on District Councils and Commissions as assigned.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's Degree in Business Administration, Economics, Management or a related field and four (4) years of increasingly responsible experience in purchasing and distribution, or an equivalent combination of education and qualifying experience that would likely provide the desired knowledge, skills and abilities to perform the duties of the position.
2. Demonstrated experience in the field of managing a centralized purchasing service; bid preparation, specification writing, prices and sources of supply; and warehouse techniques.
3. Knowledge of concepts and principles associated with facilities and physical plant management.
4. Ability to administer contractual relationships and maintain good inventory control systems and procedures; maintain proper record keeping.
5. Ability to establish and maintain effective working relationships with District employees.
6. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
7. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

1. Possession of a Master's Degree in Business Administration or related field from an accredited college or university.
2. Experience in a educational environment.
3. Working knowledge of public bidding specific to construction projects.
4. Knowledge and experience in working with the Division of the State Architect (DSA).
5. Experience working for a multi-site organization.
6. Knowledge of basic laws, ordinances and codes relating to building, zoning, and fire prevention practices and regulations; inspection techniques, building construction principles, practices and safety standards, building plans and specifications; the Uniform Building, the Uniform Mechanical, the Plumbing, and the National Electrical Codes, as well as other applicable State and local codes.

SALARY AND BENEFITS

This is a full-time, twelve-month classified management position. The annual salary range is **\$96,400.00 - \$113,470.00**. Salary placement is commensurate with education and experience. The Peralta Community College District provides a fringe benefits program including holidays, sick leave, twenty-two (22) days of paid vacation each year, medical, dental, life insurance and membership in the California Public Employees' Retirement System (PERS). Many benefits apply to both employees and their dependents.

SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

APPLICATION PROCEDURES

Applicant must submit a complete application packet as described below:

1. Applicant must submit a completed Peralta Community College District Management Employment Application Form and a brief letter of interest (maximum of two typewritten pages) stating specifically how you would address the challenges and opportunities of the position. Incomplete applications will not be considered. Resumes cannot be substituted for the requested information on the Employment Application Form.
2. Current resume of work experience, formal education, training and qualifications.
3. Provide a copy of the Bachelor's Degree Diploma. Official transcripts from a fully accredited college or university institution will be requested and required upon employment.
4. Incomplete application materials will not be considered. **Legible faxed materials accepted until 4:30 p.m. on the filing deadline date. Postmarks not accepted.**
5. All application materials submitted will be considered for this position only and will not be returned, copied or considered for additional or future openings.
6. Travel expenses for the interview and selection process will be borne by the candidates.
7. Inquiries and all materials are to be mailed or delivered to the:

**Office of Human Resources
Peralta Community College District
333 East Eighth Street, Oakland, CA 94606
Information: (510) 466-7297
24-Hour Job Hotline: (510) 466-7223
Fax No. (510) 466-7280 or (510) 466-7397
Website: <http://www.peralta.cc.ca.us>
California Relay Service for the
Hearing-Impaired: 1-800-735-2929**

APPOINTMENT TO THIS POSITION IS CONDITIONAL UPON THE APPROVAL OF THE BOARD OF TRUSTEES.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the Peralta Community College District which include, but are not limited to, the following items.

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees must pay the processing fee of \$81.00 via Money Order or Cashiers Check only payable to the Peralta Community College District.

Immigration Requirement: According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

- 1) A citizen or national of the United States;
- 2) An alien lawfully admitted for permanent residence; or
- 3) An alien authorized by the Immigration and Naturalization Services to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy: A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination: Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

MISSION STATEMENT

The mission of the Peralta Community College District is to provide accessible, high quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

VISION

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.

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(9/29/04)