Foothill-De Anza Community College District

Director, College Services

College: De Anza

POSITION PURPOSE

Reporting to the Vice President of Finance & College Services, manage and coordinate the Campus Center operation including the Bookstore and Food Services, Printing Services; Campus Security; Facilities; Student Enterprises; Custodial & Grounds; Evening College/Weekend Services; Mailroom and Telephone services; College Environment Advisory Group; Disaster Preparedness, and Safety & Hazardous Materials Management.

NATURE and SCOPE

The Director of College Services supervises the Manager of Grounds and Campus Safety, Director of Campus Center and Custodial Services, Director of Printing Services and the Director of the Bookstore.

This position is responsible for developing department budgets for College Services programs and determining the allocation of program approval. Engages in program development pertinent to student and community needs and consistent with college/district master plan goals. Supports, implements and promotes compliance with the District's Diversity and Affirmative Action Plan in all aspects of employment and education. Provides leadership for business alliances to achieve the goals of the campus in providing needed college services.

KEY DUTIES and RESPONSIBILITIES

1. Serves as a catalytic force in formulating and implementing the College Services program goals and objectives as per the college's master plan.

2. Supervises and coordinates the activities, services, budget, and operation of the Campus Center which includes the Bookstore, Food Services, Building Services, Concessions, and Vending Operations; the college's Recycling Center; Printing Services; Campus Security, including the Parking Program; Facilities; Custodial & Grounds; Evening College/Weekend Services; Mailroom; Telephone Services; Safety & Hazardous Materials Management; and Student Enterprises (Flea Market)

3. Provides vision and follow-through in meeting the educational needs of De Anza faculty, staff and students through comprehensive College Services.

4. Engages in program development pertinent to student and community needs and consistent with college/district master plan goals.

5. Prepares, edits, and justifies budgets for all programs supervised and provides for the internal allocation and regulation of funds through requisitions and internal adjustment of funds.

6. Supervises the non-instructional use of facilities, including the drawing of contracts and monitoring all income and expenses related to rentals.

7. Prepares annual and monthly reports as required and meets all state mandates of the program supervised.

8. Develops and implements a marketing and promotion plan for College Services in consultation with faculty, staff, students and the Director of Marketing & Communications.

9. Provides leadership for business alliances to achieve the goals of the campus in providing needed college services.
10. Supports, implements and promotes compliance with the District's Diversity and Affirmative Action Plan in all aspects of employment and education; increase cultural and ethnic diversity in staffing, curriculum, programs and services.

11. Recruits, interviews and recommends candidates with the assistance of staff members. Evaluates staff and make recommendations for promotion, tenure, permanent employment, professional recognition, or dismissal.

12. Supervises staff, certifies attendance of all personnel, recommends requests for absences from primary responsibilities, and arrange for substitutes.

13. Develops and promotes staff development opportunities for all college services faculty and staff.

14. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.

15. Encourages open communication among peers, staff and students. Actively practices the principles of shared governance. Uses collaborative decision making in College Services operations.

EMPLOYMENT STANDARDS

Knowledge:

1. Mission and goals of community colleges.
2. Education code, labor law, federal and state regulations.
4. Departmental procedures, practices and policies.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Represent and promote the interests of the division in the administration of the college and the district.
3. Communicate effectively both orally and in writing.
4. Reasoning and Problem solving skills.
5. Public Relations (interpersonal) skills.
6. Management / Supervisory skills.
7. Implement the concept of shared governance.
8. Prioritizing tasks and projects.

Education and Experience:

1. Bachelor's degree from an accredited institution
2. 3-5 years administrative experience, formal training, internship or leadership role in one to three areas of campus center services.

Working Conditions:

Typical office environment.

Date Approved:
Grade: J
EEO-Category: H11