

**Barstow Community College District
Executive Director, Campus Operations**

DEFINITION:

Under the direction of an assigned supervisor, the Executive Director of Campus Operations will oversee and manage a diverse range of campus operations. Responsible for the overall management, planning, and execution of various auxiliary services such as the Performing Arts Center operations, campus store operations, facility use contracts and leases, beverage and vending contracts, and campus food service.

EXAMPLES OF DUTIES:

- Manage and oversee the daily operations of the performing arts center, including scheduling of events, maintenance, and personnel management.
- Oversee the campus bookstore operations, including managing inventory, monitoring sales, and ensuring that the store is meeting financial targets.
- Manage facility use contracts and leases, including negotiating terms and conditions, ensuring compliance, and managing relationships with vendors and service providers.
- Oversee beverage and vending contracts, including managing relationships with vendors, ensuring contract compliance, and monitoring financial performance.
- Establishes correct margin schedules to cover costs of operation and needs of the District for revenue from enterprise operations.
- Manage campus food service, including contract management, menu development, and overseeing operations to ensure a high level of customer satisfaction and financial performance.
- Develops, implements, and reviews all current practices and programs.
- Supervise, evaluate, and train assigned staff.
- Participate in college committees as required to ensure effective communication and input with all stakeholder groups.
- Develop Requests for Proposals (RFP's), specifications, and conduct formal and informal bidding procedures as required.
- Develop and implement business and marketing plans for Auxiliary enterprise functions, including the Performing Arts Center.
- Maintain inventory of auxiliary services contracts and facility lease agreements. Manage, review, and renew contracts and agreements as needed.
- Manage requests for proposals, including reviewing proposals, negotiating contracts, and ensuring compliance with all applicable laws and regulations.
- Perform related duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of:

- Principles of accounting, auditing, financial record-keeping and reporting, budget preparation and compilation.
- Principles and practices of management and supervision.
- Computer software applications.
- Auxiliary operations and regulatory environment.
- Enterprise business models
- General purchasing and contracting concepts and principles; public procurement regulations and policies.
- Regulations and guidelines related to records retention, storage, and disposal.
- Diversity, equity, inclusion, and access.

Ability to:

- Effectively plan, organize, and direct the functions and activities of a comprehensive auxiliary program.
- Provide leadership and effectively train, supervise, and evaluate the activities of others.
- Analyze, interpret, and apply pertinent laws, regulations and policies.
- Respond to requests in a timely manner.
- Work in an atmosphere of participatory governance with decision making.
- Demonstrate consensus-building skill.
- Apply technology to effectively and efficiently manage services.
- Establish and maintain effective and harmonious working relationships with a diverse population of students, faculty, staff, administrators, contractors, vendors and the community.
- Effectively negotiate and manage contract and lease agreements.
- Manage finances and revenue with diversification strategies.
- Analyze and solve problems.
- Effectively communicate orally and written.
- Make clear and concise oral presentations.
- To be equity minded.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business Administration or related field and three (3) years related experience or equivalent.
- One (1) year of leadership and management experience.

WORKING CONDITIONS:

Environment: Office environment

Physical Abilities: Hearing and speaking to exchange information and make presentations; seeing to read variety of materials; and dexterity of hands and fingers to operate a computer keyboard. Ability to sit for a long period. Ability to lift and carry 10 lbs.

STATUS/RATIONALE:

This is a non-educational administrator position, range 19. This position has direct responsibility for formulating and implementing district policy.