

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

8/7/23

Date

Site	Position	Justification
<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Senior Director, Purchasing and Contracts and Ancillary Services</p> <p>Position #: MG-00028</p> <p>FTE: 1.00</p> <p>Level: Classified Mgmt. – Level 10</p> <p>Department: Purchasing & Contracts</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Plan, organize, and direct the District's centralized purchasing, warehouse and contracts functions ○ Administer the District's procurement card program and audit purchases for compliance ○ Plan, organize and administer the procurement and professional services contracting activities of the District ○ Evaluate, issue, and negotiate bids and proposals to assure maximum cost effectiveness and minimal legal liability of the District ○ Formulate, direct and administer the bids, contracts and legal issues for the District's Capital Construction Project Management Program, Contractor Outreach Program, and Labor Compliance Program. ○ Monitor legal compliance for bid preparation, bid openings, bid protests, bid evaluations and awards, bonding and insurance, contractor license law, progress payments and stop notices ○ Plan, organize and issue 1099 processing annually ○ Plan, organize, train, direct and evaluate the activities of the Purchasing, Contracts and Warehouse personnel. <p>2. Current status of position:</p> <ul style="list-style-type: none"> ○ Position is a replacement due to a vacancy <p>3. Strategic Staffing Rationale:</p> <ul style="list-style-type: none"> ○ Critical threshold of support services ○ Essential supervision <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget: Yes ○ Funding Source: Unrestricted General Fund ○ Smartkey and object code: 1118501-2140 ○ Annual Salary at Step B: \$118,564

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<input type="checkbox"/> GC <input type="checkbox"/> CC <input checked="" type="checkbox"/> DS	Position Title: Director, Public Information, Government Relations, and Community Relations Unit/Classification: Confidential Administrator M-10 Position #: Z-00009829 FTE:1.0 Department: Marketing & Communications	<p>1. What will the position do? Serve as the Public Information Officer. Monitor legislation. Develop and recommend legislative strategies. Develop positive relationships with key regional stakeholders in government, communities, business and the media. Assist with clear and consistent communication among the colleges, district offices, Board of Trustees and public. Lead the District’s communication with regards to negotiations</p> <p>2. Current status of position: Replacement due to resignation. Position is included in the budget.</p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items: Critical support service - the position is essential for communications with all internal and external constituent groups. It will lead the legislative strategy efforts as well.</p> <p>4. Budget Impact – Identify the following: a. Is position included in the current budget?Yes b. Funding Source:Unrestricted General Fund c. Smartkey and Object code:1111305-2150 d. Fiscal Impact at Step B:\$137,220 plus benefits</p>