State College of Florida, Manatee-Sarasota  
Job Description  

Job Title: Director, Business Services  
Reports to: Vice President, Business and Administrative Services  
FLSA Status: Exempt  
Level: 216  

Position Class:

Job Summary:  
This position is responsible for developing, implementing, and directing the business and auxiliary support services of the College and ensuring a safe and secure environment for students and employees through oversight of the risk management, safety and security functions.

Note: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:  
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Directs the bidding and procurement of all materials and services, including the development of RFP’s and oversight of evaluation to assure compliance with State, Federal, and College rules.

2. Directs the management of a $2.5 million retail bookstore operation, food services, facility rental operations and other revenue generation activities.

3. Oversees the administration of all College contracts.

4. Directs the risk management and public safety programs to include critical incident response, disaster recovery, safety, security, hazardous material handling and training.

5. Directs the management of Central Services consisting of duplicating, mail, shipping, receiving, warehouse, courier and records storage to meet College needs. Evaluates methods to keep abreast of current technology and efficient and effective support.
6. Directs the management of Fixed Assets/Property Records.
7. Assures Department compliance with all applicable laws and statutes.
8. Supervises, evaluates, and coaches department staff.
9. Develops Departmental goals and monitors action plans for meeting same.
10. Develops and monitors Department Budget.
11. Provides oversight of College General Liability, Property and Casualty insurance coverage and interfaces with FCCRMC as necessary.
12. Serves on the Critical Management Team as Liaison Officer. Acts as the On-scene contact responsible for coordinating with assisting agencies, law enforcement and other emergency response agencies.
13. Reviews and develops District Board agenda recommendations; makes Board presentations.
14. Reviews and develops process measurements and recommends changes to implement continuous College improvement.
15. Oversees the monitoring and reporting of Minority Business expenditures.
16. Oversees the maintenance of training records for compliance with OSHA standards and other public safety requirements.
17. Serves as liaison to state and national committee, professional organizations and commissions as necessary.
18. Is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree in business or related filed from a four year college or university and five or more years’ related experience.

- **Supervisory Experience:**
  Five or more years of direct supervisory experience, including formal training in supervision, is required for this position.
• **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

• **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry. Understanding of accounting principles essential.

• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

• **Computer Skills:**
  Working knowledge of College database finance and purchasing, word processing, spreadsheet, email, and Internet software.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Supervises Business staff.
Develops and administers twelve budgets totaling over $1 Million in general expenses.
Oversight responsibility for the use of AMEX credit card for online purchasing or use as a P-Card. No dollar limit.
Responsible for computers, printers, peripherals, office equipment and golf carts for departmental use. Approximate value $25,000.00.

**Responsibility for Communication:**
• **Internal Contacts:**
  Routine contact with all levels of State College of Florida, Manatee-Sarasota staff.

• **External Contacts:**
  Routine contact with Florida DOE, Professional Organizations, FCCRMC, College attorney and public.
Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts and outdoor weather conditions.

The noise level in the work environment is moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely is required to sit, use manual dexterity, talk or hear, and taste or smell. The employee is frequently required to reach with hands and arms and lift up to 10 pounds. The employee is occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 25 pounds. Special vision requirements include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.
7. **Continuous Improvement:** State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
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