SAN JACINTO COLLEGE
JOB DESCRIPTION
DATE: 01/03/17

TITLE: Director, Auxiliary Services

DEPARTMENT: Auxiliary Operations

SECURITY SENSITIVE: Yes

FLSA STATUS¹: Exempt

SALARY GRADE: 31

FUNCTION: Leads, manages and provides financial oversight for the operations which comprise the College’s Auxiliary Services: all cafe and food service outlets, concessions, print and mail centers, food trucks, beverage and snack vending, surplus auction activities, scrap metal sales and WEPA - student printing kiosks. The director is the college representative assigned to manage the bookstore contract, as well as, other Auxiliary Service vendor contracts.

REPORTS TO: Vice Chancellor, Fiscal Affairs

SUPERVISES: Manager, District Food Services Operations
Manager, District Food Services Fin/Com
Print and Mail Center/Surplus Coordinator (3)
Driver/Courier

MAJOR REPOSNSIBILITIES:

<table>
<thead>
<tr>
<th>Essential Job Functions²</th>
<th>Frequency</th>
<th>%Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Direct and coordinate Auxiliary Service operations that both support student success and the educational interests of the college while generating revenue.</td>
<td>D</td>
<td>30%</td>
</tr>
<tr>
<td>2. Responsible for the contract administration, compliance and operating performance of the Auxiliary Service vendor contracts (bookstore, vending, scrap metal sales, food truck and WEPA).</td>
<td>D</td>
<td>15%</td>
</tr>
</tbody>
</table>

¹ A, B, CAFÉ, CHILD, IA and IB bands are Non-exempt, all other bands are Exempt
² All job functions MUST add up to 100%
³ D=daily, W=Weekly, M=monthly, Q=quarterly & A=annually
3. Directly and indirectly supervises staff at all auxiliary operational centers located on campuses.  
   | D | 10% |

4. Hire, train and develop management and support staff.  
   | D | 10% |

5. Develop, monitor and manage Auxiliary Service departmental budgets, ensuring Auxiliary operations are managed in a cost-effective and efficient manner; consistent with approved budget.  
   | D | 10% |

6. Coordinates the consolidation, sale and removal of college surplus sold/auctioned online.  
   | W | 10% |

7. Develop, recommend and monitor policies and procedures related to each Auxiliary Service operation.  
   | A | 5% |

8. Communicates Auxiliary Service operational issues identifying solutions to appropriate leaders. Facilitate meetings with vendors to resolve problems.  
   | D | 5% |

9. Keeps abreast of industry practices, rules, and regulations related to Auxiliary Service operations.  
   | Q | 2% |

### Additional Job Functions:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>%Time</th>
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</table>

1. Ensure operational units interface with other college departments and adequate technology and maintenance services are provided at Auxiliary Service operation sites.  
   | A | 1% |

2. Develop and execute new operations within Auxiliary Services ensuring the needs of the College Community are addressed and met.  
   | A | 1% |

3. Other duties as assigned.  
   | A | 1% |

### REQUIRED/MINIMUM QUALIFICATIONS

**Knowledge, Skills and Abilities:**

Director must possess fiscal management ability. Must be able to analyze, evaluate, organize, plan, problem solve, schedule and develop staff within department. Director must also be able to handle multiple projects and work well with vendors.
Education and Experience:

**Required Education:**
Bachelor’s Degree in a related field

**Preferred Education:**
Bachelor’s Degree in Accounting or Business

**Required Experience:**
Minimum 5 years supervisory experience
Operational/Management experience
Financial analysis

**Preferred Experience:**
Minimum 10 years supervisory experience
Operational/Management experience
Financial analysis

**Licenses/Certifications:**

**Required Licenses/Certifications:**
NA

**Preferred Licenses/Certifications:**
NA

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>Frequency</th>
<th>D, W, M, Q, A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Setting</td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>Campus locations – Auxiliary Service operations</td>
<td></td>
<td>D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Activity¹:</th>
<th>Frequency</th>
<th>D, W, M, Q, A</th>
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<tbody>
<tr>
<td>Sit, bend, stand and carry no more than 25 lbs</td>
<td></td>
<td>D</td>
</tr>
</tbody>
</table>

4 Examples include: walking, running, sitting standing, etc. Lifting up to 10, 25, 50 or over 100 pounds of force.

________________________________________  __________________________
Employee Signature                        Date
NOTE:  This job description is not an employment agreement or contract. The Chancellor/Vice Chancellor/President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of SJC are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one’s self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

The San Jacinto College District is committed to equal employment opportunity for all employees and applicants without regard to race, creed, color, national origin, citizenship status, age, disability, pregnancy, religion, gender, sexual orientation, gender expression or identity, genetic information, marital status, or veteran status in accordance with applicable federal and state laws.