



El Camino College

Director of Auxiliary Services



KEY ROLES/RESPONSIBILITIES

Under the general direction of the Vice President of Administrative Services or designee, exercise responsibility for District-wide auxiliary services (contracted out or District-managed operations) including but not limited to bookstore operations, dining services, facility rentals, copy center services, transportation services, and parking services. Develop and implement long-range goals and objectives. Plan, organize, schedule, and improve assigned auxiliary programs, services, and activities. Identify and grow income-generating services.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout assigned operations and services and the Administrative Services Area; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

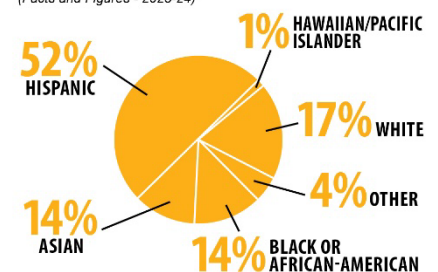
ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs.

STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



DIRECTOR OF AUXILIARY SERVICES

Division: Administrative Services

Posting Closing Date: 09/08/2025

Req: C2526-004E

Position Type: Classified Administrator

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:

[Job Description](#)

1. Oversee and manage vendor contracts for District-wide auxiliary services and operations.
2. Prepare proposals for bids, RFPs, and negotiations of contracts in accordance with applicable rules, regulations, and requirements. Determine price schedules and discount rates that maximize revenues and are consistent with applicable laws and College policies. Negotiate contracts within pre-established pricing parameters. Prepare detailed reports, including data worksheets, cost projections, and other financial metrics.
3. Maintain records and reports necessary to comply with College, government, and accrediting agency standards, regulations, and codes. Assist with the preparation, review, and analysis of reports to federal, state, and other regulatory agencies. Provide clearly written ad-hoc reports and analyses when requested or as appropriate.
4. Analyze District-wide data (e.g., retail sales, transportation demand, facility utilization, etc.) to make data-driven recommendations and decisions. Develop and utilize appropriate business models to create and maintain internally-supported and income-producing business practices
5. Oversee the financial performance of District-wide auxiliary services and operations. Forecast funds needed for staffing, equipment, materials, supplies, and services in assigned areas. Approve expenditures and implement budgetary adjustments within scope of authority. Ensure revenue targets are met while maintaining cost-effective operations. Recommend options for cost-savings and improved delivery of services.
6. Oversee, guide, and facilitate meetings consisting of large numbers of committee members. Set and distribute agendas and documents for meetings. Document collectively agreed-upon decisions and ensure accurate execution of decisions.
7. Lead teams of people. Provide direction and resources to ensure clarity of roles and successful campus operations and services. Collaborate with other department supervisors and/or external vendors to schedule and plan work assignments based on operational needs and other requested services. Ensure adequate staffing, space, facilities, and other resources as needed.
8. Develop and implement business and marketing plans in consultation with the District's Marketing & Communications department for auxiliary-related enterprise functions. Ensure accurate online information and efficient web-based procedures for all areas of oversight.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned operations and services. Ensure internal compliance with the College's policies, procedures, and practices. Ensure institutional compliance with federal, state, and local regulatory agencies.
2. Strengthen processes, programs, operations, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Ensure auxiliary-related decisions, initiatives, and priorities align with the College's comprehensive planning and budgeting guidelines. Implement organizational structures and strategic initiatives that maximize utilization of resources and ensure effective and efficient delivery of services.
3. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
4. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment.
5. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in finance, business administration, retail management, transportation management, hospitality management, or a related field.

Experience: Five (5) years of experience managing revenue-generating operations or services for a wide range of clients.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

Knowledge/Areas of Expertise:

- Supervisory principles.
- Principles and practices in bookstore operations, dining services, facility rentals, commercial film shoots, community events, athletic events, copy center services, transportation and parking services, and theater operations.
- Expertise in the setup, execution, and teardown of events and working with labor unions.
- Financial reporting and accurate record keeping.
- Understanding of fiscal management strategies and principles for revenue-generating operations and services. Understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Project management practices (data management, record-keeping, key performance indicators, goals, measurable objectives, and how to implement them.)
- Retail practices.

- Payment / credit card data security standards.
- Policy and procedure development.
- Best practices in successful implementation of policies and practices.
- Inventory management.
- Effective methods for conflict resolution and crisis management.
- Effective change management principles and practices.
- Appropriate risk management strategies, safety precautions, and procedures.
- Grant proposal writing and special funding resources applicable to areas supervised.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports and promotional materials as required. Prepare and deliver effective presentations as requested.
- Expertise in listening effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Gain cooperation through discussion to achieve common goals.
- Computer systems and software applications related to areas of assignment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Proficient in operating computers and assigned software, including proficient level use of office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.
- Consistently exercise good judgment and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.

Abilities/Skills:

- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Effective marketing, promotion, and public relations techniques in an entrepreneurial environment.
- Effectively identify operational issues and opportunities within areas assigned and make sound recommendations to improve outcomes within areas of responsibility.
- Work independently on complex issues and processes. Plan and implement innovative and productive events/operations/services that accomplish revenue goals.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Effectively solicit bids, draft contracts, and monitor contractors.
- Develop and maintain operational procedures, records, and documents for areas assigned.
- Utilize effective planning and organizational skills. Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide guidance and assistance to the functional

and operational areas within the assigned Department.

- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Travel to meetings and events on and off campus as required. Observe legal and defensive driving practices when operating a motor vehicle on campus or on official business.
- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve problems.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours, occasionally under unpleasant conditions.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: MONDAY, SEPTEMBER 08, 2025 at 3:00 P.M.

SALARY: Starting salary is \$150,576 annually.

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$174,576 annually).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time, twelve-month classified administrator position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. During the winter recess,

all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year holidays.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

ADA ACCOMMODATIONS

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

INTERVIEW EXPENSES

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

BENEFIT HIGHLIGHTS

Health, Life, Dental and Vision Insurance

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

Sick Leave and Disability

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely.

Retirement

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

Summer Work Hours

During the summer, employees work eight 32-hour work weeks with full pay.

TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

Foreign Transcripts: Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at hr@elcamino.edu.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

El Camino College
HR Service Partner
Pamela Jones
310-660-3593, Ext. 3478
pjones@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.

EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.