

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Director of School Business Support Services and Purchasing

**DEPARTMENT:** School Business Support Services and Purchasing

**POSITION SUMMARY:** Under the general direction of the Associate Superintendent for Business Services, is responsible for managing data for the purchasing, warehouse, and business support functions. This position will supervise all purchasing, contract management, warehouse, and distributing functions, and coordinate school office business training and oversight.

### **ESSENTIAL FUNCTIONS:**

1. Coordinate student enrollment work related to state reporting, revenue generation, data management, and accountability.
2. Provides business training and support to school site personnel, including proper use of accounting and HR/payroll system, and reconciliation of the student accounting system and the Special Education information system.
3. Act as administrator over Cal-Card, on-line procurement systems and Business Services Web Pages.
4. Work with Associate Superintendent for Business Services to develop departmental benchmarks, information systems, and systems improvement processes of long-term strategic plans.
5. Keeps records of materials ordered and on-hand, including the appropriate use of Safety Data Sheets.
6. Consults with a broad range of customers to measure and improve services, including preparation for audits, Associated Student Body and Parent Organization financial reporting and oversight.
7. Responsible for the supervision and evaluation of purchasing and warehouse employees.
8. Responsible for overseeing the purchasing of all equipment and supplies; instructs and supervises departmental personnel regarding purchasing activities; manages district bid preparation, specification development, quotation, contract award processes, and contract management.
9. Assist Purchasing Specialists with items requiring informal bidding, and provide guidance on awarding purchase orders to the appropriate bidder.
10. Acts as Division of Industrial Relations (DIR) compliance coordinator.
11. Receives, examines and approves requisitions for district supplies, equipment; maintains records showing inventories and requisition status.
12. Responsible for the sale of all surplus and obsolete equipment and supplies.
13. Prepares periodic and special reports regarding purchasing activities.
14. Responsible for the operation and district-wide delivery of the warehouse.
15. Examines the key aspects of process management in the Materials Management, including customer focused design, product and service delivery processes, support services, and supply management.
16. Manages supplier performance and communicates requirements and assures supplier quality through audits, certifications or reviews.
17. Assures quality achievement and improvement through internal qualitative measures; designs and manages processes to ensure improvements in accuracy, reliability, timeliness, and productivity and to reduce material and energy consumption, cycle time and financial waste.
18. Prepares and presents oral and written reports; deals tactfully and effectively with district employees and representatives of manufacturing and commercial firms.
19. Maintains prompt and regular attendance in the workplace.

**OTHER RESPONSIBILITIES:**

May train and delegate duties to lower-level department personnel.  
Perform related duties as assigned.

**EDUCATION:** Bachelor’s Degree with a major in Business or Public Administration, Human Resource Management, or a closely related field or at least five years experience in school district business required; one (1) year supervisory experience required and/or accounting experience; possession of an appropriate California driver's license; insurable.

**SKILLS AND QUALIFICATIONS:** provide and carry out oral and written directions in English, read and speak at a level sufficient to fulfill the duties described; ability to communicate in Spanish desirable; schedule, and monitor projects, generate computer spreadsheets as a management tool; administer a network-based computerized data management system; apply quality management tools to organizational data and make process improvement changes; anticipate, recognize, evaluate, and control health hazards in the work environment.

**PHYSICAL REQUIREMENTS:** Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Work on computers for extended periods of time.
5. Lift and carry up to 25 lbs. at shoulder height for short distances.

**WORK ENVIRONMENT:** Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed toe shoes, earplugs, dust mask, and safety glasses.

**SALARY:** LME 38

**DAYS OF SERVICE:** 225

Board Approved:  
TUSD 1/26/98

Revised:  
TUSD 12/12/00  
TUSD 06/13/17