



## JOB DESCRIPTION

**Position Code:** 568  
**Management Group:** SJAA  
**Salary Range:** 21  
**Work Days:** 225  
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**POSITION TITLE:** Director, Business Support Services

**DEFINITION:** Under general direction, plans, coordinates, and directs the district's purchasing, purchase card program, warehousing and distribution, fixed asset management, inventory control, textbook control and distribution, printing, district risk management and insurance programs, employee benefits, as well as certain safety programs.

**DIRECTLY RESPONSIBLE TO:** Chief Financial Officer

**SUPERVISION OVER:** Risk Management Supervisor, School Support Supervisor, Instructional Materials Technician(s), and other technical and clerical staff as assigned

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Designs, develops, and implements system design changes to improve operational procedures in purchasing, warehousing, textbook control, delivery and mail
2. Oversees procurement process for the purpose of securing items and/or services in compliance with regulatory requirements.
3. Directs all functions related to the purchase of equipment, supplies and services for the district for the purpose of ensuring compliance with State and Federal regulations and GASB accounting procedures.
4. Directs all functions related to inventory, fixed assets, textbooks, records management, surplus inventory and instructional materials for the purpose of ensuring compliance with State and Federal regulations, district compliance and established procedures, and GASB accounting procedures
5. Plans, organizes and directs the activities and operations of the Risk Management and Employee Benefits departments, and all insurance programs, including property, general liability, workers' compensation, theft, fire, student accident, vehicle, and employee health and welfare insurances.
6. Ensures compliance with the Americans with Disabilities Act (ADA).
7. Administers the district's safety and risk management programs and oversees the district- and site-based Illness and Injury Prevention Program.
8. Administers district programs for loss control and insurance for workers' compensation, liability and student accident insurance; improves safe and healthful conditions for students and staff; identifies exposure for loss; develops, implements, and evaluates loss control measures.
9. Monitors and evaluates the effect of new and proposed legislation and case law on the district's risk management, loss control, and employee benefits programs, and makes recommendations for district compliance.
10. May serve as the district's representative, or alternate, on the Schools Insurance Authority executive board.
11. Oversees the district's interests with brokers, claims adjusters, legal counsel, investigators, regulatory and enforcement agencies, insurers, joint powers authorities, parents and the community.
12. Analyzes costs and program implications of proposals to change benefit coverages.

13. Coordinates and provides advice concerning exposure identification, loss control techniques, and claims with district management, evaluates contracts and recommends appropriate provisions to ensure loss control.
14. Receives and processes claims against the district; develops and coordinates district claims against others; investigates claims; participates in the analysis of claims and litigation relating to risk management/insurance programs; may represent the district in court or at related meetings.
15. Oversees the district's current position for compliance with established codes, laws and procedures related to general liability, workers' compensation, ADA, and benefits, and makes recommended changes to bring the district into compliance.
16. Records revenues received and expenses, and monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring that allocations are accurate are within budget limits and/or fiscal practices are followed.
17. Prepares and maintains a variety of reports, records, and files to comply with applicable regulations and statutes related to assigned activities and personnel.
18. Interviews and selects employees and recommends transfers, reassignments, termination and disciplinary actions.
19. Performs related work as required.

#### **QUALIFICATIONS:**

##### Education and Experience:

Education or formal training equivalent to four years of college in the fields of accounting, business administration, or financial management and seven years progressively responsible experience in performing accounting, budget, accounts payable, general ledger, and financial analysis; and one year of supervisory experience in a related field.

##### Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

##### Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of modern business and accounting procedures
- Knowledge of school district organization, functions, and administration
- Knowledge of modern management systems and concepts
- Knowledge of applicable statutory requirements and contract law
- Knowledge of the principles and practices of modern administration and supervisory techniques
- Ability to plan, organize, and direct the work of self and others
- Ability to make difficult decisions
- Ability to work effectively with all levels of district staff and the community
- Ability to communicate effectively both verbally and in writing with all levels of district staff and the community
- Ability to establish priorities and meet deadlines
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to understand and follow verbal and written instruction
- Ability to establish and maintain records, and maintain confidentiality of privileged information obtained in the course of work
- Maintain consistent, regular and punctual attendance

**WORKING CONDITIONS:**

Work Environment:

- Indoor office, warehouse, and outdoor environments
- Moderate noise
- Continuous contact with staff
- Frequent travel between district site

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including remaining in a stationary or seated position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Physical, mental, and emotional stamina to endure long hours under sometimes stressful conditions

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/22/2017  
Board Adopted: 2/13/2001  
Revised: 8/01/2017