

DIRECTOR OF BUSINESS SUPPORT SERVICES AND PROJECTS

JOB SUMMARY

Under administrative direction of the Assistant Superintendent, Business Services, the Director plans, coordinates, directs and oversees the District's comprehensive purchasing, warehousing and delivery, reprographics, transportation, vehicle maintenance, and contracts programs.

DISTINGUISHING CHARACTERISTICS

The Director of Business Support Services and Projects is assigned to exercise independent and professional judgement in providing strategic leadership in the planning, organizing, coordinating, and managing of purchasing, contracts, warehousing and delivery, transportation, vehicle maintenance, printing for the District.

SUPERVISION RECEIVED AND EXERCISED

The Director of Business Support Services receives supervision and is evaluated by the Assistant Superintendent of Business Services. The Director provides direct supervision to purchasing, warehouse, printshop staff and transportation staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Provide vision and oversight of all bond-funded purchasing and contracts, including new construction, modernization, and deferred maintenance
- Support the district's long-range bond and facilities planning strategies aligned with educational priorities and community needs
- Provide and establish sustainability measures for procurement of equipment, materials, and supplies
- Direct all procurement processes related to bond-funded goods, services, and construction projects, as well as all other procurement to all district departments
- Ensure compliance with CA Public Contract Code, Education Code, Government Code, board policy, and Proposition 39 requirements
- Oversee competitive bidding processes, contractor language (PLA/CWA), vendor selection, and contract negotiations
- Establish and control contractor language for PLA/CWA agreements when bidding and other contract documentation as needed.
- Ensure compliance with Measure 2 fund requirements and local matching fund contributions.
- Register all construction projects with DIR and oversee direct CUPCCAA procurement processes as needed.
- Prepare documentation for the Citizens' Bond Oversight Committee and all board reports and agenda items for Business Services, ELOP, and other departments
- Oversee contractor/vendor insurance compliance and safety documentation requirements
- Coordinate with external consultants including architects, engineers, attorneys, and financial advisors
- Foster relationships with regulatory agencies, community stakeholders, and contractors
- Lead and manage daily operations of school transportation services including home-to-school, special education, field trips, and mountain trips
- Oversee and monitor routing systems and schedules to ensure efficiency and equity.
- Oversee all special education transportation requests and collaborate with Student Support Services and ESY to meet student needs.
- Oversee transportation staff including Assistant Director, dispatchers, mechanics, and bus drivers

- Ensure full compliance with transportation laws (CHP, DMV, DOE), with assistance from the Assistant Director of Transportation.
- Oversee safety training programs and emergency protocols for transportation staff
- Develop and manage transportation budgets and procurement of vehicles, fuel, and services
- Implement long-term fleet replacement plans, including electric and alternative fuel vehicles
- Work with relevant departments to develop sustainable infrastructure for electric buses and vans.
- Oversee maintenance shop operations and capital facility improvements such as bus yards and fueling stations
- Coordinate capital facility improvements such as bus yards, fueling stations, and maintenance buildings as needed.
- Respond to community inquiries and coordinate with school sites, student services, and regional transportation networks
- Plans, coordinates, directs and oversees the operation of the District's purchasing, warehousing and delivery, and reprographics, transportation, and vehicle maintenance programs;
- Develops, recommends and establishes purchasing, warehousing and delivery, printshop, transportation, and vehicle maintenance policies, regulations, and procedures in accordance with District policies and applicable federal, state and local laws and regulations;
- Trains, supervises, manages and evaluates the job performance of purchasing, warehousing printshop and transportation staff;
- Directs and oversees the District's printing and reprographics program to ensure that printing requests, timelines, projects, and production standards are met and deliverable with innovative production equipment, technology, and techniques;
- Oversees the District's student transportation and vehicle maintenance programs to ensure compliance with federal and California Highway Patrol Safety Standards
- Manages and maintains the purchasing calendar and records to prepare purchase orders for procurement of materials, supplies, and equipment;
- Develops, tracks, manages and monitors purchasing, warehouse, and printshop budgets, and capital outlay analyses;
- Assists the Director of Facilities, Maintenance and Operations in providing budget oversight, monitoring projects and coordinating activities related to facility services;
- Plans, directs and oversees the assessment of inventory records (i.e., age and quality), preparation of bids by outside contractors and vendors, and bidding process;
- Oversees the posting, preparation and filing of purchase orders, specifications, bids, quotations, and requisitions for a variety of purchases, using available cost saving techniques, such as California Multiple Awards Schedule (CMAS) and cooperative bids in conjunction with other public agencies;
- Compiles and researches information for purchasing and warehouse services;
- Oversees, secures, analyzes and recommends awards of informal quotations and formal bids to maintain warehouse inventory and other school supply and school equipment purchases;
- Coordinates contract development and advises the District and its stakeholders in the negotiation of contracts with vendors and neighboring school districts or other public agencies;
- Develops and implements suggestions and alternative methods for work simplification and cost reduction;
- Communicates with school sites and other District administrators to establish and improve the District's purchasing, warehousing, and printshop programs to enhance and support instructional activities at individual sites and District departments;
- Oversees, monitors and supervises staff, work schedules, methods, and procedures of work, and the completion of work orders;
- Handles complaints and problems related to purchases such as shortages, damaged goods, and duplicate orders; including complaints from internal and external customers regarding student transportation.
- Foster positive school and community partnerships to support a safe and collaborative work environment.

- Maintains and oversees the maintenance of records for equipment inventory and transfer between departments and/or locations;
- Approves payments and verifies proper requests and account coding on purchasing documents;
- Conducts, supervises and directs investigations as it relates to discrepancies in purchases and inventory;
- Plans, coordinates, and oversees district wide document storage;
- Prepares various written reports and presentations, including board agendas;
- Provides resources to school staff with large fundraisers Associated Student Body purchases;
- Reviews and recommends departmental personnel needs and collaboratively works with the Personnel department to recruit, select, supervise, evaluate, and manage the performance of department personnel;
- Promotes and coordinates professional and staff development opportunities in areas such as developing leadership skills, improving work quality, and career growth;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: A Bachelor's Degree in Business Administration, Public Administration or a field closely related to the knowledge and ability requirements of this classification is required.

Experience: Five (5) years of experience in managing purchasing and contract administration, and/or school district transportation equivalent including at least two (2) years of supervisory responsibility in administering a purchasing, warehouse, transportation or reprographics program is required.

Knowledge of:

- Principles, processes, procedures, and practices of governmental purchasing, warehousing, transportation and reprographics management including general management, organization, and budgetary planning and control;
- Applicable federal, state, and local laws, policies, provisions, regulations, and legal requirements governing public sector purchasing and procurement, contracting and distribution (e.g., Education Code, Public Contract Code, Government and Civil Codes of the State of California);
- Methods, materials, equipment, techniques, and terminology related to purchasing and warehousing operation, fixed asset tracking, and inventory and property control;
- Principles and practices of print shop operations including high-speed electronic technology-based reprographics equipment and the safe operation and production capabilities of offset duplication; student transportation including scheduling, routing, logistics, and regulations;
- Safety rules and practices related to bus and truck transportation operation;
- Methods and practices for evaluating informal quotations and formal bids for warehouse inventory, and school equipment and supplies;
- Negotiation techniques for purchasing;
- Basic arithmetic;
- Principles, practices, and methods of personnel management, supervision, training, and job performance evaluations;
- Practices to routine bus maintenance required by the California Highway Patrol
- Formal English grammar, spelling, punctuation, and word usage;
- Principles, regulations, and rules of workplace safety;
- Principles, practices, and techniques of researching, report writing, and record keeping;
- Applicable computer software applications and programs including purchasing systems and Microsoft Office Suite;

Ability to:

- Plan and oversee the District's purchasing, warehousing and delivery, student transportation, vehicle maintenance and reprographics programs;
- Apply new developments and techniques in purchasing and warehousing to meet District objectives related to purchase and inventory control;
- Ensure adherence to the District's budget and established financial controls;
- Keep up-to-date and maintain current professional and technical expertise, and knowledge of laws and technology, related to purchasing, warehousing, transportation and printing services; Interpret, apply and adhere to applicable federal, state, local laws, regulations, policies, procedures, standards and codes as it relates to school district purchasing, warehousing, transportation and printing;
- Identify opportunities and lead initiatives to enhance, modify, and/or eliminate services;
- Effectively manage and monitor budget;
- Tailor goals and implements plans to align with higher level strategic objectives;
- Effectively manage and adjust to change;
- Control and improve work processes and workflow;
- Effectively plan, manage, and direct projects and work activities to meet timelines;
- Exercise discretion and judgment in choosing appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Gather, read, analyze, and evaluate complex oral, written, and statistical data;
- Use data to make appropriate recommendations and decisions;
- Prepare effective presentations, and clear and concise written reports, policies, regulations, proposals, specifications, bids, schedules, and correspondence;
- Accurately attend to detailed work;
- Establish and maintain cooperative, working relationships with others;
- Effectively train, select, motivate, supervise, evaluate, and manage personnel;
- Effectively set goals, lead others, and evaluate and manage job performance of staff;
- Take initiative;
- Effectively handle and respond to changes at work as well as to competing and/or difficult situations as they arise;
- Effectively work in a team environment;
- Anticipate the needs of customers and provide excellent customer service;
- Diplomatically handle conflicts and improve interpersonally strained situations;
- Establish and evaluate workplace safety and health policies, procedures, and priorities;
- Communicate clearly and effectively, both orally and in writing;
- Operate a variety of office equipment and utilize various computer software applications and programs for database management, graphics, the preparation of correspondence, and reports, etc.;
- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.

Special information:

- The operation of a District vehicle is required.
- All applicants will be required to submit a recent (less than one month old from the recruitment closing date) DMV printout (H-6) showing their driving records for the past 10 years.

PHYSICAL STANDARDS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this position.

Work Environment: The incumbent works in an office environment. The incumbent also works outdoors, in a warehouse, at schools and in a garage, and may be exposed to fumes, dust, odors, oil/grease and seasonal heat, cold and adverse weather conditions. The incumbent is required to work near moving mechanical parts. The incumbent has direct contact with the public, students and other employees, both in person and through telephone, electronic mail, and other written communications. The incumbent must effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from this contact can result in stressful situations that are a regular part of the work environment. The noise level in the incumbent's work environment (i.e., office environment, outdoors, or in a garage) is usually loud.

Physical Demands: Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand and walk for extended periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to reach with hands and arms, reach overhead, above shoulders and horizontally; to handle objects and tools, to regularly lift and move up to twenty-five (25) pounds without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without aide; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid driver's license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District's Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job class perform additional duties and additional duties may be assigned.

Personnel Action	Personnel Action Date
Approved by the Personnel Commission	07/28/2025