

**MANAGEMENT JOB DESCRIPTION**

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**DIRECTOR OF BUSINESS SUPPORT SERVICES**

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**JOB SUMMARY:**

Under the general direction of the Assistant Superintendent for Business Services and Support, provides direction, plans, coordinates, and directs the procurement of equipment; supplies; central warehouse functions of product receiving, storage, inventory, and distribution; and central publications functions of document reproduction, mailing, and graphic work. Plans, organizes, and supervises aspects of the District's Child Nutrition Services.

**ESSENTIAL JOB FUNCTIONS:**

- Plans and manages the continued development of the District's Purchasing Program.
- Evaluates and coordinates all purchasing projects; and determines actual requirements and schedules.
- Prepares specifications and schedules bids.
- Contracts services for total educational program as well as major support programs.
- Plans and administers surplus property disposal.
- Prepares Board reports for the Assistant Superintendent for Business Services and Support related to purchase orders and warrants, bids for approval, requests for leases, and authority for payment.
- Ensures the proper maintenance of purchasing records for District and audit use.
- Interviews vendors, participates with county and state purchasing agencies in cooperative buying ventures, and maintains close liaison with other local government purchasing departments.
- Coordinates warehouse inventory process, controls records and programs, and oversees warehouse functions including deliveries.
- Coordinates details for administrative transfers.
- Plans and implements cost effectiveness of deliveries.
- Oversees publications, mail, and graphics services.
- Collaborates with staff regarding equipment.
- Monitors pricing schedules.
- Maintains good working relationships with the public and fellow employees.
- Organizes thoughts and clearly disseminates information either orally or in written form.
- Oversees Child Nutrition Services audits.
- Oversees Child Nutrition Services staff.
- Monitors meals per labor hour for equity at all school sites.
- Increases parent awareness of and access to free and reduced price lunch applications at all school sites by staffing back-to-school functions with Child Nutrition Services personnel.
- Participates in the development and implementation of the Emergency Response Crisis Management plan for all schools and the ESSC utilizing National Incident Management System protocol.
- Utilizes the federal E-Rate Program for discounts on products and technology services.
- Continues to explore green initiatives for environmentally-friendly products and practices.
- Monitors effectiveness of *Cybersoft Primero*, *Parent Online*, and *SchoolMessenger* as they relate to Child Nutrition Services needs.

- Performs other duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Knowledge of the principles and practices of professional purchasing with emphasis on sources of supply and information. Knowledge of inventory and property control methods; principles of management, supervision, and training; and knowledge of purchasing, warehousing, delivery services, publications, Child Nutrition Services and guidelines, and service contracts.
- Ability to plan, organize, and develop new programs; coordinate plant maintenance, purchasing, and similar functions with school and District needs; supervise, train, and motivate staff; devise forms and procedures to expedite work; prepare technical and written documents clearly and precisely; and communicate effectively with parents, administration, instructional, and business personnel.
- Ability to work under pressure and on tight timelines.
- Ability to work effectively both independently and as a team member.
- Prior job related experience with increasing levels of responsibility including management of personnel and projects.
- Five years of responsible, professional purchasing experience in business or government.
- Completion of high school with training and experience in procurement, material control, warehousing, and distribution on a year-to-year basis.

*Management Salary Schedule: Range E*  
*BOARD APPROVED: 7/21/09*  
*REVISION DATES:*