



SJCOE
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Job Description

POSITION TITLE:	Program Manager II, Purchasing Operations and Support Services Business Services	JD#6365
SALARY PLACEMENT:	Management Salary Schedule Range 09	

SUMMARY OF POSITION:

Under the direction of the Coordinator IV, The Program Manager II provides high-level administrative and operational support to the Purchasing Department. This role balances management duties by handling specialized technical tasks including vendor scoring, contract review and board reporting in addition to the oversight of the Purchasing department in the absence of the Coordinator IV. The Program Manager II performs a variety of specialized, complex, and difficult review and approval duties related to the final review and approval of employee mileage reimbursements and related expenses. This position is also responsible for the management and support of the surplus auction platform. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Accounting, Business Administration or related field. Experience of a related nature may be substituted for degree requirement. Experience working in a county office of education or school district. Experience demonstrating increased responsibilities of detailed purchasing, accounting, auditing, reporting, and contract.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of purchasing and accounting experience. Ability to carry out detailed and complex document review with minimal direction accurately while adhering to established policies and procedures. Experience leading and training other employees. Effective communication skills. Experience in SJCOE account and object code usage.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- California Education Code and other laws and regulations pertaining to school finance and purchasing requirements
- California School Accounting Manual; purchasing procedures; accounting procedures; and audit processes

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings.
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job

duties

DISTINGUISHING CHARACTERISTICS:

The Program Manager series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Maintain current knowledge of and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Review Travel & Conference requests for mathematical accuracy, proper authorization, and budget code alignment.
14. Assist in the formal scoring and selection process for qualified vendors and service providers.
15. Log, review, and process stipends.
16. Approve mileage reimbursements, as authorized by the Division Director of Operations.
17. Prepare and/or assist with preparation of bid documents.
18. Serve as the administrator for the surplus website, managing user access and the release of auction.
19. Establish and maintain various SJCOE accounts and account users.
20. Facilitate travel payments via secure credit card authorization protocols.
21. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, school district staff, outside agency staff, and the public.