TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Director I, Business Support, Risk Management and Purchasing

DEPARTMENT: Business, Risk and Purchasing

POSITION SUMMARY: Under the direction of the Associate Superintendent for Business Services, plans, coordinates, and oversees the District's risk management, safety, and insurance programs, including, but not limited to, student insurance, comprehensive property and liability insurance, general insurance, and claims administration. Provides leadership and oversight for all purchasing, procurement, contract management, and warehouse functions, including supervision of assigned employees. Provides guidance and support to School Connected Organizations and Associated Student Body (ASB) clubs, to ensure compliance with District policies, procedures, and applicable requirements.

ESSENTAIL FUNCTIONS:

1. Administers and oversees the Districts programs for safety, loss control, property, liability, vehicle, and student insurance.
2. Receives, evaluates and processes claims against the District; develops and coordinates claims on behalf of the District against third parties. Investigates accidents and incidents to identify immediate causes and recommends appropriate corrective and preventive actions.
3. Serves as the primary liaison between insurance carriers, claims administrators, adjusters, attorneys and applicable District personnel regarding claims, risk management, and safety concerns.
4. Represents the District, as required, at depositions, mediation proceedings, court hearings, and other legal or administrative proceedings related to claims and risk management matters.
5. Monitors and evaluates the impact of new and proposed legislation and regulatory requirements on the District's insurance, safety, and risk management programs; recommends appropriate compliance measures, policies, and procedures.
6. Coordinates reimbursement and restitution for damaged, lost, or stolen District equipment, property, and other assets.
7. Assists with the development, implementation, and maintenance of District emergency response plans and other required operational and compliance plans.
8. Directs and oversees the purchasing of supplies, equipment, professional services, and public works contracts. Manages formal bids, Requests for Proposals (RFPs), and Quotes (RFQs).
9. Serves as the District's Division of Industrial Relations (DIR) compliance coordinator, ensuring applicable requirements are monitored and addressed.

10. Oversees district warehouse, inventory control, and fixed asset tracking.
11. Receives, examines, and approves requisitions for district supplies and equipment; maintains records showing inventories and requisition status.
12. Manages supplier performance and communicates requirements and assures supplier quality through audits, certifications, or reviews
13. Oversees the district-wide furniture replacement plan and coordinates the replacement of furniture based on established priorities and district needs.
14. Supervises, trains, and evaluates department personnel.
15. Coordinates the disposal and sale of surplus, obsolete, and excess equipment and supplies in accordance with District policies and applicable laws and regulations.
16. Provides business training and support to school site personnel, including proper use of accounting/purchasing systems.
17. Consults with a broad range of stakeholders to improve services, including preparation for audits, Associated Student Body and Parent Organization financial reporting and oversight.
18. Prepares and presents oral and written reports; deals tactfully and effectively with district employees, contractors, and community.
19. Acts as a technical advisor to the Assistant Superintendent or Associate Superintendent of Business Services
20. Maintains prompt and regular attendance in the workplace.
21. Performs other related duties as assigned.

EDUCATION: Bachelor's Degree with a major in Business or Public Administration, Human Resources Management, or a closely related field or at least three (3) years' experience in business or school administration required; one (1) year supervisory experience required; possession of an appropriate California driver's license; insurable.

SKILLS AND QUALIFICATIONS: Knowledge of the principles, practices, and current trends in insurance, including claims adjustment within a public school district risk management program. Knowledge of purchasing, procurement, inventory, and warehouse operations and management. Strong verbal and written communication skills, including the ability to communicate effectively with individuals at all levels and deliver information clearly in public speaking settings. Ability to maintain confidentiality and exercise sound judgment when handling sensitive and confidential information. Proficiency in computer applications, standard office software, and purchasing/procurement systems. Strong interpersonal and public relations skills, with a commitment to providing courteous, responsive, and professional customer service. Ability to establish and maintain effective working relationships with staff, vendors, school district personnel, and the public.

PHYSICAL REQUIREMENTS:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal and operate standard office equipment for extended periods of time.
3. See and read computer screen and printed matter with or without vision aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Hear and understand at normal levels and on the telephone with or without hearing aids.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT: Employees in this position may be required to work both indoors and outdoors in a variety of environmental conditions as part of their regular duties. Working conditions may include exposure to varying levels of noise, dust, fumes, and other conditions associated with equipment, facilities, and assigned projects. Will work in direct contact with District and site staff, and the public.

SALARY: LME 54

DAYS OF SERVICE: 225

Board Approved: 10.27.26