

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: DIRECTOR, BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Business Services, plans, organizes, controls and directs the functions and operations of the Purchasing and Warehouse Departments and the District Publications program; assists in the administration of District Risk Management, including employee education and hazard abatement; assists in the oversight and implementation of associated policies and procedures of responsible and equitable facility use; assures the judicious procurement of materials; establishes, implements and directs purchasing policies and coordinates the purchasing responsibility and procedures with site and department requirements; trains, supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicates with administrators, District personnel, vendors, consultants, contractors and staff to meet District purchasing and warehouse needs; assures smooth and efficient department activities; investigates, evaluates and assures proper and timely resolution of purchasing, warehouse and other department issues, conflicts and discrepancies.

Develops and maintains sources of supply by maintaining current knowledge of technology changes, vendor competence and competitive marketing conditions.

Develops and prepares the annual preliminary budget for the Purchasing and Warehouse Departments Department and the District Publications program; analyzes and reviews budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepares reports for the Board as requested; maintains documentation and current status on lease/purchase contracts and commitments to appropriate site or department budget.

Monitors contracts from beginning to notice of completion; resolves disputes, changes, substitution requests, certified payroll requests, payment authorizations and other matters as needed; negotiates contracts; reviews legal conditions of contracts and close contracts.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Oversees warehouse operations and activities involved in the receipt, storage and distribution of district supplies, mail, equipment, food items and materials; monitors activities to assure adequate inventory levels of required district supplies, materials and equipment; coordinates the scheduling and filling, distribution and delivery of school site orders; oversees disposal of electronic waste and salvage sales.

Plans, organizes and implements long and short-term programs and activities designed to develop assigned programs and services.

Plans, organizes, controls and directs the functions and operations of the Purchasing and Warehouse Departments and the District Publications program.

Provides technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assists in the formulation and development of policies, procedures and programs; assists site and district-level administrators in matters relating to purchasing, warehouse, facility use, and risk management functions.

Reviews purchase orders to verify appropriateness of account number, approval levels, pricing, fixed asset categorical identification of equipment prior to final approval.

Tests and evaluates commodities to assure balance of quality and monetary expenditure as assigned.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions.

OTHER DUTIES:

Attends and conducts a variety of meetings as assigned; serves as a District representative on committees.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies and procedures.
Arithmetic calculations.
Bid preparation procedures.
Budget preparation and control.
Education Code, Public Contract Code, and Governing Board Policies.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Planning, organization and direction of the Purchasing and Warehouse Departments and the District Publications program.
Principles and legal requirements of planning and organizing school district purchasing department.
Principles and practices of administration, supervision and training.
Principles of accounting, bookkeeping and budgeting including fund accounting.
Products and materials used in school setting.
Public speaking techniques.
Publication methods, policies and practices.
Record-keeping and report preparation techniques.
Vendor source selection.
Warehouse and inventory control practices and record keeping.

ABILITY TO:

Adapt to changing work priorities.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Establish and maintain cooperative and effective working relationships with others.
Identify issues and create action plans.
Interpret, apply and explain rules, regulations, policies and procedures.
Maintain confidentiality.
Meet schedules and time lines.
Operate a computer and assigned office equipment.
Perform arithmetic calculations quickly and accurately.
Perform standard bookkeeping and accounting procedures
Plan and organize work.
Plan, organize, control and direct the functions and operations of the Purchasing and Warehouse Departments and the District Publications program.
Prepare comprehensive narrative and statistical reports.
Supervise and evaluate the performance of assigned staff.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, accounting or related field and five years of increasingly responsible experience in the administration of business, purchasing or fiscal services including three years of experience in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Job Related Proficiency Test.
Valid California Class C Driver's License and Evidence of Insurability.

WORKING CONDITIONS:

ENVIRONMENT:

Constant interruptions.
Driving a vehicle to conduct work.
Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

HAZARDS:

Traffic hazards.

FLSA Status

Exempt

Approval Date

3/23/15, 9/28/17

Salary Range

Class Mgr