

DIRECTOR, BUSINESS SERVICES (Chief Safety Officer)

PRIMARY FUNCTION:

Under the administrative direction from the Assistant Superintendent, Business Services, plans, organizes, controls and directs the functions and operations of the Purchasing and Warehouse Departments; assists in the administration of the District Risk Management, Property & Liability and Workers' Compensation programs; assists in the oversight and implementation of associated policies and procedures of responsible and equitable facility use; assures the judicious procurement of materials and contracts; 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; and coordinates the La Mesa-Spring Valley School District's Emergency Preparedness Program, including student and staff safety.

Professional Responsibilities

1. Provide leadership that creates a clear, compelling vision.
2. Maintain an improvement focus.
3. Demonstrate strong communication skills.
4. Use sound judgment and display willingness to make decisions.
5. Serve as a strategic thinker to achieve organizational goals.
6. Serve as a collaborative member to help shape and drive initiatives across the organization.

ESSENTIAL FUNCTIONS:

1. Analyze district trends and patterns related to safety, liability and workers' compensation matters and implement programs and procedures to reduce risk and increase employee health and safety.
2. Assist district administration in planning for modernization and construction of facilities (e.g. contract deadlines, securing contracts for professional services, procurement of equipment, etc.) for the purpose of ensuring effective and timely project completion and ensuring compliance with district, local, State and Federal regulations.
3. Attend safety meetings, workshops, and conferences, including ongoing participation in courses offered by the Federal Emergency Management Agency and the Occupational Safety and Health Administration to maintain current knowledge of procedures, legislation, regulations, and applicable legal codes.
4. Communicate with administrators, District personnel, vendors, consultants, contractors and staff to meet District purchasing and warehouse needs; assure smooth and efficient department activities; investigate, evaluate and assure proper and timely resolution of purchasing, warehouse and other department issues, conflicts and discrepancies.
5. Coordinate with other agencies, jurisdictions, and levels of government on resource allocation, communications and information management, and public information during emergencies.

6. Develop and maintain sources of supply by maintaining current knowledge of technology changes, vendor competence and competitive marketing conditions. Develop and prepare the annual preliminary budget for the Purchasing and the Warehouse Departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
7. Develop, assist, and evaluate emergency training and exercises completed by school and District staff. Educate school staff, parents, and community members on safety, emergency preparedness and response procedures.
8. Develop policies and administrative regulations regarding safety & emergency response, and any other related issues.
9. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepare reports for the Board as requested; maintain documentation and current status on lease/purchase contracts and commitments to appropriate site or department budget.
10. Ensure District is compliant with all state and federal regulations pertaining to safe schools and emergency management.
11. Monitor contracts from beginning to notice of completion; resolve disputes, changes, substitution requests, certified payroll requests, payment authorizations and other matters as needed; negotiate contracts; review legal conditions of contracts and close contracts.
12. Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
13. Organize and coordinate external support to provide resources in an emergency, including identifying and maintaining disaster preparedness supplies at each District facility including Operations Center and Education Center.
14. Oversee and support site administrators in the development and implementation of Comprehensive School Safety Plans.
15. Oversee the District's property and liability program, coordinating with the Joint Powers Authority, educational administrators, attorneys and other individuals to address loss and loss-related claims.
16. Oversee third party administration of the District's workers' compensation claims, which includes interviewing injured workers as necessary, coordinating with administrators and attorneys, and advising District personnel with respect to workers' compensation laws and procedures.
17. Oversee warehouse operations and activities involved in the receipt, storage and distribution of district supplies, mail, equipment, food items and materials; monitor activities to assure adequate inventory levels of required district supplies, materials and equipment; coordinate the scheduling and filling, distribution and delivery of school site orders; oversee disposal of electronic waste and salvage sales.
18. Perform independent technical duties in the administration of the District's Risk Management programs.
19. Perform liaison functions between District and site administrators, employees, attorneys, management personnel, service providers, and members of the public.

20. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. Plan, organize, control and direct the functions and operations of the Purchasing and Warehouse Departments.
21. Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; assist site and district-level administrators in matters relating to purchasing, warehouse, facility use, and risk management functions.
22. Review purchase orders to verify appropriateness of account number, approval levels, pricing, fixed asset categorical identification of equipment prior to final approval. Test and evaluate commodities to assure balance of quality and monetary expenditure as assigned.
23. Serve as a liaison to SDCOE Risk Management Unit to provide and manage mandatory training for District employees in safety-related programs; such as, the District's Emergency Preparedness Procedures, Bloodborne Pathogens, Injury & Illness Prevention Plan, Respiratory Protection Program, and Sexual Harassment.
24. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Other Duties and Responsibilities

1. Function as a member of the District Management Team, performing any and all other duties as assigned by the Superintendent and Assistant Superintendent, Business Services.
2. Promote good health and wellness practices.

QUALIFICATION STANDARDS:

Ability - Above average recommendations from administrative supervisors or other professionals who have observed the candidate's personal characteristics, scholastic attainment, ability to communicate effectively and performance.

EXPERIENCE:

Evidence of successful experience in performing the tasks enumerated for this position with increasing responsibility in

- the development and maintenance of a school site or department budgets
- the management and operation of a school district risk management program
- the management and operation of a safety and emergency preparedness program

Minimum five years' experience in a public school setting, with at least 2 years of progressively responsible management and/or leadership experience. Experience as a school principal is preferred.

EDUCATION/CREDENTIALS:

Appropriate Bachelor's degree and Administrative Services Credential

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
- Emergency/disaster preparedness, mitigation, response and recovery
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Planning, organization and direction of the Purchasing and Warehouse Departments
- 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 a school setting
- Public speaking techniques
- Record-keeping and report preparation techniques
- Relevant local, state, and federal regulations
- Student and staff safety in K-8 environment
- 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
- Effectively interact with all people, including employees suffering from illnesses or injuries
- Establish and maintain cooperative and effective working relationships with others
- Establish and maintain proper records
- Identify issues and create action plans
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures
- Maintain confidentiality and use discretion
- Meet schedules and timelines
- Operate a computer and assigned office equipment
- Organize and evaluate data in order to prepare sound recommendations
- 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
- Prepare clear, comprehensive narrative and statistical reports

Provide leadership, direction, and team-building
Supervise and evaluate the performance of assigned staff
Work independently and manage a large caseload with little direction

WORKING CONDITIONS:

Environment:

Constant interruptions
Driving a vehicle to conduct work
Office environment

Physical Abilities:

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
Lifting books, materials, equipment to execute lessons and presentations
Seeing to read, prepare and review a variety of activities, and to monitor student activities
Walking extended lengths to move around campus

Hazards:

Traffic hazards
Potential exposure to communicable diseases and contact with blood and other body fluid

FLSA Status

Exempt

Approval Date

06/07/22