



SUPPORT SERVICES MANAGER

Position Summary

Under the direction of the Chief Financial Officer/Director of Support Services, plans, organizes, directs, supervises, and personally performs professional activities in conformance with appropriate laws and regulations.

Plan, direct, and review the activities and operations of the Purchasing, Nutrition Services, Warehouse, and KRVM Radio Station sections, including revenue and expenditure forecasting, technical support to citizen committees, procurement of goods and services, nutrition services and warehouse operations; provide professional and strategic analysis and counsel to the Chief Financial Officer, Superintendent, Superintendent's Staff, Board, and Board Committees. Manage all staffing issues related to assigned areas including recruitment, performance, retention, and evaluation.

Supervisory Relationships

- This position reports to the Chief Financial Officer/Director of Support Services.
- Directly supervise Purchasing staff, Warehouse Supervisor, and Nutrition Services Food Services Management Contractor.
- Indirect reports include warehouse, nutrition services, and radio station staff.

Essential Functions

1. Direct development of section work plans; assign work activities, projects, and programs; monitor work flow; review and evaluate work projects, methods, and procedures.
2. Prepare and monitor annual budget, resource allocation, and ongoing revenue and expenditure projections for assigned work sections.
3. Oversee the development of solicitation documents and review staff analysis of responses.
4. Award bids, quotes, and RFP's, and resolve vendor protests of bid specifications and bid awards; interpret policies and procedures related to the bidding process, purchasing and public contracting.
5. Ensure that district procurement activities are in compliance with Federal, State and local laws, codes, regulations and board policy.
6. Review and recommend action on proposed and approved legislation and regulations related to procurement and nutrition services.
7. Create and evaluate proposals for changes in operations.
8. Oversee warehouse operations including inventory, courier and mail services, and surplus property.
9. Provide direction and support to the nutrition services operations including administering nutrition services management contract and free/ reduced application process, ensuring appropriate staffing levels and menu choices, working to address community and student concerns regarding the program.
10. Respond to requests for information; advise schools, departments, and the public on issues in assigned areas, policies and strategies; addresses sensitive issues and complaints.

11. Recommend goals and objectives; assist in the development of and implementation of policies and procedures; evaluate the effectiveness of operations and structures; modify strategies to achieve goals.
12. Supervise and evaluate assigned staff including indirect reports as appropriate; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer any necessary disciplinary action; handle sensitive personnel matters and recommend grievance responses; exercise full supervision over employees; facilitate staff professional development and for such issues as diversity and creating a respectful working environment.
13. Keep abreast of relevant new developments in professional standards, legislation, and industry practices.
14. Work with the Department of Education and other agencies on issues related to work sections, such as public purchasing law and nutrition services programs.
15. Perform other related duties as assigned.

Required Knowledge, Skills, and Abilities

1. Thorough knowledge of the principles and practices of governmental purchasing.
2. Demonstrated knowledge of State of Oregon's public purchasing statutes.
3. Knowledge of principles and practices of supervision, training, and personnel management.
4. Effectively prepare and administer work section budgets; develop and institute sound cost management systems, practices, and procedures.
5. Set work priorities, delegate, and monitor progress on assignments.
6. Research, interpret and apply federal, state and local laws, regulations and codes.
7. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement selected strategies.
8. Ability to work effectively with staff at all levels of the organization and with other agencies, appointed and elected officials, parents, and community members.
9. Effectively scope complex assignments, determine appropriate staff assignments, develop a work plan, prepare and/or oversee complex analysis, and propose and/or review proposed recommendations or solutions.
10. Identify and respond to citizen, media, staff, board, and board committee questions, issues and concerns in a positive manner.
11. Analyze and interpret proposed legislation, State statutes and rules and professional/industry standards for assigned work sections.
12. Hire, train, supervise, coach, manage performance and evaluate staff.
13. Understand and administer district personnel policies and procedures.
14. Communicate clearly and concisely, both orally and in writing, to a wide range of audiences. Establish and maintain cooperative internal and external working relationships.
15. Evaluate and develop improvements in operating procedures, policies, and methods.
16. Use a variety of personal computer and network applications.
17. Staff may be expected to use personal vehicles for business.

Minimum Qualifications Summary

Education and Experience

- Bachelor's degree from an accredited college or university in public administration, business management, supply chain or logistics management, nutrition services, or a closely related field.

- Seven (7) years of increasingly responsible experience in public procurement, nutrition services, logistics or closely related fields, including five (5) years of supervisory responsibility.

Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying as determined by Human Resources.

Work Environment

Incumbents work in an office environment and may be required to work overtime and weekends as needed.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Grade 10
Drafted by	Monica Brown, Chief Financial Officer/Director of Support Services
Approved by	Cydney Vandercar, Director of Human Resources
Last revised	September 6, 2017