



DIRECTOR OF SUPPORT SERVICES

Position Summary

Under the direction of the Assistant Superintendent for Administrative Services, the Director for Support Services plans, organizes, directs, supervises, and personally performs professional activities in conformance with appropriate laws and regulations.

Plan, direct, organize, and coordinate program operations of Contracts & Purchasing, Nutrition Services, Warehouse, and KRVM Radio Station. Oversees public procurement systems, including competitive procurement process and contracts with vendors, customers, and community partners. Ensure Nutrition Services complies with federal, state, and local requirements for student wellness through school meals. Direct Warehouse operations including operations of property and inventory distribution, district mail routing, surplus property management, and inventory storage. Support licensing compliance for district radio station. Plan and implement policies, procedures, and reporting for Department, including forecasting revenue and expenditures, providing technical support to citizen committees, acting as district's purchasing official; providing professional and strategic analysis and counsel to the Superintendent, Superintendent's Staff, Board, and Board Committees. Manage all staffing issues related to assigned areas including recruitment, performance, retention, and evaluation.

Supervisory Relationship

This position reports to the Assistant Superintendent for Administrative Services. Directly supervises Contracts & Purchasing staff, Warehouse Supervisor, Nutrition Services food managers and office staff, and radio station manager. 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. Implement innovative changes in strategies, administration, and operations for assigned work units.
4. Oversee the development of solicitation documents and review staff analysis of responses.
5. 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.
6. Assess the impact of procurement awards on district-wide operations and systems and coordinate communications among related staff.
7. Ensure that district procurement activities are in compliance with Federal, State and local laws, codes, regulations and board policy.
8. Review and recommend action on proposed and approved legislation and regulations related to procurement and nutrition services.
9. Create and evaluate proposals for changes in operations.

10. Oversee warehouse operations including central supplies and inventory, courier and mail services, excess property, printing services, and school consolidations.
11. Provide direction and support to Nutrition Services managers and oversee nutrition services operations including administering free and reduced meals application process, ensuring appropriate staffing levels and menu choices, and responding to stakeholder feedback.
12. Respond to requests for information; advise schools, departments, and the public on issues in assigned areas, policies and strategies; addresses sensitive issues and complaints.
13. 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.
14. 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.
15. Stay current with relevant new developments in professional standards, legislation, and industry practices.
16. Work with the Department of Education and other agencies on issues related to work sections, such as public purchasing law and nutrition services programs.
17. Perform related duties as assigned.

Required Knowledge, Skills and Abilities

1. Knowledge of principles and practices of public financial management, including governmental accounting, budgeting, financial forecasting, revenue analysis, cost analysis, fund management, operational analysis, strategic financial planning, and public policy analysis.
2. Thorough knowledge of the principles and practices of governmental purchasing.
3. Knowledge of principles and practices of project management, strategic planning, and community engagement.
4. Strong knowledge of research and reporting methods, techniques, and procedures.
5. Demonstrated knowledge of State of Oregon's public purchasing statutes.
6. Awareness of current social, political, and economic trends, as well as operating challenges, affecting school districts.
7. Knowledge of principles and practices of supervision, training, and personnel management.
8. Effectively prepare and administer work section budgets; develop and institute sound cost management systems, practices, and procedures.
9. Set work priorities, delegate, and monitor progress on assignments
10. Research, interpret and apply federal, state and local laws, regulations and codes.
11. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement selected strategies.
12. Ability to work effectively with staff at all levels of the organization and with other agencies, appointed and elected officials, parents, and community members.
13. Effectively scope complex assignments, determine appropriate staff assignments, develop a work plan, prepare and oversee complex analysis, and propose or review proposed recommendations or solutions.
14. Identify and respond to citizen, media, staff, board, and board committee questions, issues and concerns in a positive manner.
15. Analyze and interpret proposed legislation, State statutes and rules and

- professional/industry standards for assigned work sections.
16. Evaluate and formulate strategic direction and policies; propose recommendations, implement and monitor policies and strategies.
 17. Hire, train, supervise, coach, manage performance and evaluate staff.
 18. Understand and administer district personnel policies and procedures.
 19. Prepare and administer a work unit budget and provide contract management for professional service contracts.
 20. Communicate clearly and concisely, both orally and in writing, to a wide range of audiences. Establish and maintain cooperative internal and external working relationships.
 21. Evaluate and develop improvements in operating procedures, policies, and methods.
 22. Use a variety of personal computer and network applications.

Minimum Qualifications

Education and Experience

- Bachelor’s degree from an accredited college or university in finance, public administration, management, business, or a closely related field.
- Seven (7) years of increasingly responsible experience in public financial management with budgeting, accounting, supervision, business systems, and project management experience, including five (5) years of supervisory responsibility.

Preferred Qualification(s)

- Master’s degree from an accredited college or university in finance, public administration, management, business, or a closely related field.
- Public procurement certification, Certified Public Procurement Officer (CPPO) or similar certification.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

Incumbents work in a fast-paced office environment and may be required to work overtime and weekends as needed. Requires travel within district to monitor programs at district schools.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association
Pay Grade	Director – 12 Month
Reviewed by	Karen M. Hardin, Director of Human Resources
Approved by	Cydney Vandercar, Superintendent
Last revised	March 30, 2021