

**TITLE: Operations Director over Purchasing and Risk Management****QUALIFICATIONS:**

- Bachelors degree or five years related experience and/or training, or equivalent combination of education and experience deemed acceptable by the Superintendent and Board of Trustees including experience in a responsible capacity involving purchasing for a large organization.
- Strong leadership, communication, and management skills.
- Intense belief in and support of public education.
- Experience with district operations is preferred, but not required.
- Ability to effectively coordinate and implement projects from development to implementation.
- Sound decision-making skills, aptitude for problem solving, proficiency in planning and organizing, strong work ethic.
- Efficient use of database, spreadsheet, and word processing programs and working knowledge of general office machines and computer systems.
- Strong interpersonal and communication (verbal and written) skills.
- Ability to perform basic math functions and budget compliance.
- Such Alternatives to the above as the board may find appropriate & acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** To ensure that the district business office operates efficiently and the district derives maximum benefit from expenditures set by the Board for the acquisition of supplies and equipment and the general oversight of district services and operations.

**PERFORMANCE RESPONSIBILITIES:**

- Responsible for all aspects of bid process, including preparing bid documents that exceed \$50,000, notice bidders, specifications and forms of proposal.
- Reviews service and general contracts for work to be done on buildings, grounds or equipment and obtains payment and performance bonds when required.
- Recommends acceptance of bids to Superintendent and Board.
- Sends out paper and general supply bids to schools for items that need to be bid and maintains copier and high-speed duplicator replacement schedules requesting bids/quotes when cycles come up.
- Issue purchase orders as needed.
- Assists in formulating school budget.
- Acts as backup for the Director of Business Affairs.
- Coordinates public surplus auctions and bids.
- Maintains property and liability insurance for the district. Checks with insurance agent if specific questions arise on how things need to be handled or if there are additional insurance costs to the district. Makes changes to coverage as things are added or deleted. Sends in claims with all pertinent information, keeps in contact with adjuster on status of claims.
- Makes sure vendors have correct liability and workman's' compensation coverage if service work is being done.
- Makes sure vendors doing service work have a contractor's license along with a public works license.
- Oversees district operations for IT, Transportation, Food Services, and Maintenance including evaluations of department supervisors.
- Attend monthly school board meetings.

- Performs other tasks and assumes other responsibilities as the Superintendent and/or Board may deem necessary.
- Other duties as assigned

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is required to communicate effectively on the telephone and in person and hear sounds within the normal range of conversation; operate a keyboard and type, operate standard office equipment, lift or move objects that weigh up to 50 lbs. and to work in an office environment. This job requires performing repetitive hand movement in gripping, fingering and hand/wrist/arm movements. Job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping and reaching.

**TERMS OF EMPLOYMENT:** The employment period shall be for twelve (12) months with vacations as specified by the Board of Trustees. Salary as determined by the Board of Trustees.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of noncertified personnel.

An employee working in this position shall at all times be subject to the direction of the person to whom said employee has primary responsibility or said person's designee (s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said school district rules, regulations and policies which have been reduced to writing and made available to the employee on the school district website: [www.cassiaschools.org](http://www.cassiaschools.org).

This position shall be considered exempt from overtime and minimum wage requirements of the Fair Labor Standards Act.

Cassia Joint School District No. 151 is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, age, national or ethnic origins, race, color, religion or the presence of a non-job-related handicap. Employment is contingent upon the necessary verification and work eligibility.

**EMPLOYEE ACKNOWLEDGEMENT:** I certify that I have received a copy of my job description and acknowledge placement of this signed document in my personnel file at the Cassia Jt School District Office.

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Employee Signature

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Date

May 23, 2022