



Job Description

POSITION TITLE:	Coordinator IV, Purchasing Operations and Support Services Business Services	#6293
SALARY PLACEMENT:	Management Salary Schedule Range 14	

SUMMARY OF POSITION:

Under the direction of the Division Director of Operations and Support Services, the Coordinator IV, performs a variety of specialized, complex, and highly responsible audit and approval duties related to the processing, approval, purchase, and acquisition of goods and services. Direct continuous improvement of purchasing procedures. Assist in the development of more effective and expedient purchasing processes. Coordinate and conduct meetings and trainings to present purchasing related policies and procedures. Oversee the operation and daily activities of the Purchasing department. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility.

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree in Accounting, Business Administration or relate field. Experience of a related nature may be substituted for degree requirement. Experience working in a county office of education or school district. Experience demonstrating increased responsibilities of detailed purchasing, accounting, auditing, and reporting experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Five years' experience as a manager in a business-related position. Experience supervising and training other employees.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- California Education Code and other laws and regulations pertaining to school finance and purchasing requirements
- California School Accounting Manual; purchasing procedures; accounting procedures; and audit processes

Ability to:

- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level
- conduct high level school finance functions with minimal direction accurately, and within scheduled deadlines

Possess:

- Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

DISTINGUISHING CHARACTERISTICS:

The Coordinator series represents advanced management positions and has four levels.

ESSENTIAL FUNCTIONS:

1. Essential functions may include, but are not limited to:
2. Work effectively with county office programs, school districts, community organizations, government agencies, parents, students, and/or staff.
3. Maintain confidentiality on issues concerning program and staff.
4. Supervise and evaluate staff.
5. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge of and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Oversee and manage budgets.
14. Audit reimbursements, warrant requests and purchase orders to verify calculations, accuracy, proper authorization, budget codes, account balances, etc.
15. Approve reimbursements, warrant requests, and purchase orders as authorized by the Division Director of Operations.
16. Serve as liaison and main point of contact between SJCOE departments and the Division Director of Operations on purchasing related matters.
17. Facilitate workshops and trainings to department and program personnel.
18. Communicate with vendors when necessary to assure prompt delivery and accuracy of orders.
19. Prepare and/or assist with preparation of bid documents, compile bid packages, maintain qualified bidder files, distribute, and publicize bids to appropriate vendors.
20. Coordinate evaluation of vendor bids and recommend vendor awards.
21. Develop, recommend, and establish standardized lists of furniture, equipment, and supplies.
22. Establish and maintain various SJCOE accounts and account users.
23. Perform all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in an educational and standard environment.

Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.