

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Business Support**

### **DEFINITION**

Under general direction, plans, organizes, manages, and coordinates the functions of the Business Support Services Department; administers procurement, risk management, warehouse, mail room operations, and courier services; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate administrator

### **SUPERVISION OVER**

Professional, technical, and clerical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Procurement Services**

Coordinates the work of personnel assigned to the acquisition of materials, supplies, equipment, and services; reviews purchase requisitions for accurate data and appropriate authorization; obtains price quotations; supervises the preparation of complex bid specifications; provides professional and technical assistance in preparing Requests for Proposals, contracts, and bid proposals; communicates with vendors, requisitioners, and staff; compares bids and evaluates options; approves awarding of contracts; maintains central files of purchasing records; supervises equipment replacement, availability, and disposal of surplus materials.

#### **Safety and Loss Control**

Plans, organizes, controls, and coordinates SCOE's general liability and safety program; supervises and evaluates the performance of assigned staff; reviews and analyzes SCOE's current compliance with established codes, laws, and procedures related to general liability and safety; assists the Personnel Department with the review and analysis of SCOE's current compliance with established codes, laws, and procedures related to Workers' Compensation and disability management; advises on contract provisions pertaining to risk management; prepares and analyzes contracts, makes required changes to achieve compliance and protect the resources of SCOE; reviews claims against SCOE and assists the Chief Administrator, Human Resources, and General Counsel in the investigation of claims; improves safe and healthful working conditions for students and staff; identifies exposures to loss; serves as a liaison between Schools Insurance Authority and SCOE; reviews requests for reasonable accommodation and makes recommendations; monitors and evaluates the effect of new and proposed legislation and case law on SCOE's loss control program and makes recommendations for compliance; coordinates and provides advice concerning exposure identification, loss control techniques and claims with department management and supervisory personnel; coordinates and conducts workshops for SCOE administrators and staff on various risk management issues such as safety, disability discrimination, Workers' Compensation, and loss control; serves as SCOE's Injury and Illness Prevention Program (IIPP) administrator; chairs the SCOE IIPP Committee; monitors and coordinates site-level IIPP programs.

#### **Warehouse, Courier Services, and U.S. Mail**

Plans, organizes, manages, and coordinates the functions of the warehouse, mailroom operations, and courier services; coordinates furniture and equipment moves; works with departments and managers to

develop internal distribution systems which best meet program timelines.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education, training, and experience equivalent to a Bachelor's degree with significant experience in managing large government department operations. Experience which demonstrates the ability to perform the duties and responsibilities as described.

### **Knowledge of**

General procedures and methods of purchasing; government regulations as they apply to public agency purchasing; exposure identification, loss control, and claims management; warehouse operations; standard software applications; principles and practices of budgeting; employee training and supervisory techniques.

### **Skill and Ability to**

Prioritize, organize, schedule, and coordinate a variety of activities and projects; research, identify and collect appropriate data for effective problem solving and decision making; prepare and maintain a budget and exercise proper budgetary control measures; develop measurable goals and objectives; set priorities, monitor expenditures, and evaluate projects/programs; interpret policies, administrative regulations, employee/employer contracts, state and federal laws, and accurately explain to others; communicate effectively in oral and written form in both technical and non-technical terms; plan, direct, coordinate, and supervise activities of technical and clerical staff; work independently with little direction; select, train, and supervise personnel; establish and maintain cooperative working relationships with those contacted in the course of work assignments.

### **Other Characteristics**

Possession of a valid California driver's license; willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission 2/9/21