

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Distribution Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	0164	WORK YEAR:	12 Months
DEPARTMENT:	Distribution Services	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Chief Operations Officer	BOARD APPROVAL:	06-23-09
		HR APPROVAL:	06-15-10
		REVISION:	

BASIC FUNCTION:

Plan, organize, control, and direct the Distribution Services of the district to include nutrition, transportation, warehouse, and mail delivery services; improve internal processes while managing costs; assure consistent compliance with established distribution policies and procedures; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, organize, control, and direct a variety of programs and activities related to nutrition, transportation, warehouse, and mail delivery services; improve internal processes while managing costs; assure compliance with regulatory agency guidelines and policies. **E**

Oversee the development, implementation, and revision of warehouse, district mail, nutrition, and transportation procedures and processes to assure smooth and efficient delivery of services, encourage effective and efficient management controls, and compliance with laws, policies, and regulations. **E**

Oversee the development of food, equipment, school bus specifications, procurement requirements, and the testing of new items, products, supplies, and equipment. **E**

Oversee the preparation of specifications for advertised bids, the analysis of received bids, and recommendation of contract awards to Board of Education. **E**

Oversee coordination and cooperation between bus operations, open enrollment, concap, No Child Left Behind (NCLB) choice, and special education to support effective customer service by way of the district's transportation system. **E**

Monitor operating performance, facilitate problem resolution, and direct efforts to achieve continual improvement in service quality. **E**

Provide technical expertise, information, and assistance to assigned supervisor regarding assigned functions, unusual trends, or problems, and recommend appropriate corrective action. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Develop and implement long and short-term plans and activities designed to enhance assigned programs and services, and assure an economical, safe, and efficient work environment. **E**

Direct the preparation of the annual budget for nutrition, transportation, and warehouse functions of the district; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, and vendors to coordinate activities and programs, resolve issues and conflicts and exchange information; model district standards of ethics and professionalism. **E**

Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, district personnel, and the public; maintain current knowledge of legislation, legal codes, and regulations; execute special assignments. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of assigned staff. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in business administration, public administration, or other related field, and four years increasingly responsible supervisory experience in nutrition and/or transportation and warehousing. Master's degree in related field preferred. Preference will be given for public school district experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, control, and direction of the nutrition, transportation, warehouse, and mail delivery services of the district.

School district organization, operations, and objectives.

Applicable laws, codes, regulations, policies, and procedures related to assigned duties.

Budget preparation and control.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles, practices, and methods of management, supervision, and training.

Operation and implementation of computer-based distribution software.

ABILITY TO:

Plan, organize, control, and direct the nutrition, transportation, warehouse, and mail delivery services of the district.

Communicate effectively, both orally and in writing.

Seek additional revenue through grant applications and other funding sources.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Interpret, apply, and explain rules, regulations, policies, and procedures.
 Establish and maintain cooperative and effective working relationships with others.
 Analyze situations accurately, and adopt an effective course of action.
 Work independently with little direction.
 Plan and organize work to meet schedules and timelines.
 Prepare comprehensive narrative and statistical reports.
 Supervise and evaluate the performance of assigned staff.
 Operate and implement a computer-based distribution software.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Robert R. Garcia, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date