

Job Title: Purchasing/Fixed Assets, Risk
Management Coordinator

Wage/Hour Status: Exempt

Reports To: Superintendent

Pay Grade/Days: 226

Dept/School: Finance Department

Date Initiated: June 15, 2009

Date Approved: June 18, 2009

Primary Purpose:

To direct and manage the purchasing and fixed assets activities of the district. Develop and implement purchasing and fixed assets procedures to process bids and purchase orders and ensure compliance with applicable state laws and regulations. Plans, direct, and coordinate safety and insurance programs of the district to control risks and losses. Analyze and classify risks and measure financial effect of risks on district.

Qualifications:

Education Certification

Bachelor's Degree in business with accounting, fixed assets, insurance, or risk management emphasis preferred.

Special Knowledge/Skills:

Knowledge of competitive bidding statutes and purchasing procedures
Knowledge of fixed asset procedures
Knowledge of auditing and accounting principles
Strong and effective communication and interpersonal skills
Knowledge of risk management and fixed assets program development
Knowledge of Texas Worker's compensation code
Ability to manage budget and personnel
Ability to coordinate district risk management and fixed assets functions
Ability to implement policy and procedures
Ability to interpret data
Ability to conduct on-site safety inspections of all district facilities
Proficiency skills in keyboarding and file maintenance

Minimum Experience:

Three years professional-level purchasing and fixed assets agent experience in public sector, in risk management insurance, or closely related field preferred.

Major Responsibilities and Duties:

Purchasing and Risk Management

1. Oversee purchase of materials and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and state purchasing rules.
2. Oversee preparation of all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.

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3. Receive and evaluate formal bids and make recommendations for the award of contracts to business manager for school board approval.
 4. Obtain and study comparative prices and quotations. Make purchasing decisions based on information.
 5. Develop vendor and bidder lists and approve additions.
 6. Approve purchase orders and monitor all purchase requisitions to determine correctness of information, calculations, coding etc.
 7. Administers contracts and handles adjustments with suppliers, including replacement of material not conforming to specifications, cancellation of orders, and ensuring receipt of proper credit.
 8. Direct and manage the district's risk management, loss control, and safety programs.
 9. Direct worker's compensation, unemployment, and property and casualty insurance negotiations; make sound recommendations for selection of insurance brokers and carriers.
 10. Work with brokers, insurers, service providers, and district personnel on the design, implementation, and monitoring of safety, loss prevention, and claims administration programs for the district.
 11. Review and respond to all unemployment claims; serve as district representative for Texas Workforce Commission and Texas Worker's Compensation Commission hearings.
 12. Coordinate with insurance carriers property loss claims filed by the district.

Policy, Reports and Law

13. Monitor and review periodic claims and reports and provide trend analysis for all lines of insurance coverage.
14. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of risk management.
15. Recommend sound policies to improve programs.

Budget

16. Provide advise to upper management of loss exposure and accompanying risk regarding assets and employees. Recommend strategies to reduce these risks and loss exposures and their related costs.
17. Monitor insurance program budgets and ensure that programs are cost-effective and funds are managed prudently.
18. Assist with compiling budgets and cost estimates based on documented program needs.

Personnel Management

20. Select, train, and supervise purchasing and risk management staff and make recommendations relative to placement, transfer retention, and dismissal.

Administration

17. Work cooperatively with district personnel to determine purchasing specifications, sources, availability, pricing, shipping and receiving.
18. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.

Other Duties

23. Perform other tasks and assume such responsibilities as may be assigned.

Working Conditions:**Physical Demands/Environmental Factors:**

Repetitive hand motions, prolonged use of computer. Ability to work under stressful demanding deadlines. Occasional prolonged and irregular hours.

Terms of Employment:

Length of days according to contract. Salary as established by the Board. Contract for a term designated by the Board

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not in exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by: _____ **Date:** _____

Reviewed and agreed by: _____ **Date:** _____

