

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/16 Effective Date	<u>MANAGER, AUXILIARY SERVICES</u> Job Title	3.6.8 Index
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1. Primary Function: Plans, organizes, directs, and evaluates overall performance associated with the district's auxiliary services department, assuring exceptional customer service in the areas of reprographics, central stores, surplus, shipping and receiving and mailroom operations. Provides leadership and supervision to staff ensuring timely and current performance feedback and evaluations. Builds and maintains the necessary skill sets through focused professional development in order to deliver exceptional services internally and externally to schools, districts and other governmental entities throughout the state.
2. Responsibilities:
 - 2.1 Establishing an entrepreneurial culture of operational best practices necessary to maximize revenue and minimize costs. Utilizes a profit/loss approach to running the auxiliary services operations.
 - 2.2 Managing the activities of the auxiliary services department, including development of annual goals and objectives in alignment with the District's strategic plan and business and support services customer service expectations.
 - 2.2 Planning and directing marketing and sales activities of the products and services of the auxiliary services department within the District as well as to other districts and governmental units.
 - 2.3 Developing and monitoring manual and electronic processes, procedures, and controls for improving auxiliary services including but not limited to inventory management transactions, reprographic and mailroom operations.
 - 2.4 Assigning and reviewing the work of auxiliary services staff including hiring, training, discipline, and terminations.
 - 2.5 Planning the activities and movement of personnel and equipment to maintain a district-wide delivery system that ensures a scheduled flow of goods and materials to all locations in a timely, safety-conscious, and responsible manner.
 - 2.6 Responding to calls from schools and departments for planned, unplanned, and emergency assistance with auxiliary services issues.
 - 2.7 Conducting the periodic review and revision of district code, policy, and procedures regarding auxiliary services activities as needed for organizational efficiency and as required by changes in state law and administrative rules.
 - 2.8 Interpreting and applying federal, state, and local laws and regulations and district rules, policies, procedures, and regulations pertaining to auxiliary services.
 - 2.9 Serving as an expert resource person to other employees, vendors, other districts or government agencies, and the general public on issues involving areas of assigned responsibility.
 - 2.10 Conducting studies, compiling data, performing research, evaluating, and initiating actions to be taken pertaining to administrative goals and objectives in assigned area of responsibility.
 - 2.11 Promoting the District's Quality Assurance Model.
 - 2.12 Managing district surplus property collection, storage, and disposition to help achieve effective space management and safety controls in schools and departments and the best possible cost savings/revenue in the removal and disposition process.
 - 2.13 Establishing and maintaining a comprehensive asset management program to include strategic equipment purchases and lifecycle replacement schedules for area(s) of responsibility.

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3. **Key Relationships:**

- 3.1 Assistant Superintendent, Business and Support Services
- 3.2 Manager, Custodial, Property, & Auxiliary Services: Reports to this position.
- 3.3 Auxiliary Services Staff: Monitors employee retention and success through recognizing progress, setting clear expectations, setting and following a process of accountability, and adherence to goal achievement and a focus on continuous improvement.
- 3.4 School and Department Administrators: Confers to ensure proper understanding of operational requirements and customer needs.
- 3.5 Vendors and the General Public: Establishes and maintains effective and cooperative working relationships, and serves as a resource person on issues involving Auxiliary Services products and services.

4. **Minimum Qualifications:** Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

Education:

Completion of an associate degree in business or a related field.

Experience:

Seven years of progressively responsible experience in operations management including but not limited to the development and execution of strategic planning, marketing, profit and loss analysis, cost benefit analysis, procurement, staff development and continual improvement activities. Five years of supervisory experience.

5. **Term of Employment:** Twelve (12) months.

6. **Salary Level:** 205A