

**JOB DESCRIPTION/SPECIFICATIONS  
PSJPC EXECUTIVE DIRECTOR**

**PUGET SOUND JOINT PURCHASING COOP OVERVIEW**

The PSJPC is an organization of more than 140 school districts throughout the State of Washington. The PSJPC was formed to support School Nutrition Programs procurement for food, supplies, and USDA food processing and other shared services as determined by the PSJPC Executive Board.

**JOB DESCRIPTION**

Under contractual agreement with PSJPC, the Executive Director is responsible for the administration and management of the PSJPC. The Executive Director facilitates the activities of the Cooperative. The ED will assist members with Cooperative issues, maintain confidentiality of information, and uphold the highest degree of ethics in representing PSJPC business.

**OFFICE MANAGEMENT & COMMUNICATION**

- Provide consistent and timely management of PSJPC business
- Communicate with members, Executive Board, vendors, and consultants in a timely, courteous manner utilizing written, verbal, and electronic communication.
- Receive all electronic and hardcopy mail; forward to Executive Board as appropriate
- Coordinate onboard new members districts (such as distributor notification, bids, membership expectations, inter-local agreement, membership dues, calendar of activities and website highlights)
- Maintain and update website to include current communication to member districts including meeting information, bid information as well as website layout and design.
- Conduct and complete the tabulation of all surveys, proxy votes or other data
- Compose and distribute announcements, communications and information
- Maintain files and information and historical records in a readily accessible format to PSJPC

**EXECUTIVE BOARD RELATIONS/LEADERSHIP/MEETINGS**

- Notify via e-mail PSJPC and Executive Board members of meetings, locations and proxy vote forms at least one week prior to the meeting and as directed by the PSJPC Executive Board
- Attends Executive Board meetings/calls and PSJPC meetings as an ex-officio member
- Maintain attendance roster
- Record, post and present minutes for approval to the PSJPC and Executive Board
- Prepare other correspondence and notices required by the PSJPC
- Foster a positive business relationship with related entities such as but not limited to Vendors, District Purchasing Agents, OSPI, USDA, etc.
- Serve as primary contact as directed by the Executive Board

**PROCUREMENT FUNCTIONS**

- Identify upcoming bid work & schedule an annual calendar of meetings to support the bidding sequence (pre-bid, opening, award and completion of any bid work)
- Draft supporting bid documents, timelines and processes
- Ensure bid process and documents meet all federal and state procurement laws and requirements
- Solicit input from member Districts regarding bid items and specifications
- Ensure all bid activities are documented and stored.
- Set up protocol for any vendor/manufacturer/broker communications
- Direct and facilitate bid committee work.
- Publish bid schedule
- Manage and procure USDA Foods for member districts, compile annual surveys and process roll over letters.
- Set up taste test protocol, forms, and tally process
- Analyze bid results and recommend bid award to the Executive Board

**FINANCIAL MANAGEMENT**

- Develop annual budget
- Maintain electronic account of all bank accounts receivables and payables
- Provide Executive Board members with a regular accounting of all transactions and quarterly financial statements
- Work with Vice-Chair to process and pay invoices on behalf of the PSJPC and submit for final approval to Chair
- Prepare and distribute invoices and collect annual dues
- Pay all bills and reimbursements
- Set up, prepare and report on all audits
- Prepare all annual IRS documents
- File annual Articles of Incorporation

**CONTRACT SERVICES**

- Maintains and ensures all contacts are current and in good standing
- Coordinates with Executive Board to review and ensure contract compliance with OSPI and vendors.
- Solicits new contracts and services as needed

## REPORTING

- Regularly reports and maintains close communication with the Executive Board
- Maintain and submit a monthly log of hours of work performed on behalf of the Cooperative
- Maintains all records and has them readily accessible to PSJPC

## QUALIFICATIONS: *Applicants with the following qualifications will be given the highest consideration*

- Demonstrates excellence in oral and written communication skills
- Demonstrates success in a leadership role within an organization
- Demonstrates experience in building strategic alliances with a wide variety of groups and organizations
- Working knowledge of federal and state procurement laws and practices preferably in USDA Child Nutrition Programs or related fields.
- Demonstrates literacy in the use of technology including Google Drive, DropBox, Microsoft Office and meeting platforms including Zoom, Google, and Microsoft Teams.
- Knowledge and experience administering large institutional contracts
- Experience in USDA Child Nutrition programs preferred
- Working knowledge of USDA Foods Program and experience procuring USDA Foods preferred
- Must be able to travel (in and out of state) to attend meetings, conferences, trainings and other events as determined by the Executive Board; including those required to maintain proficiency in fulfilling the responsibilities of the position
- Able to work remotely and self-motivated. Proven ability to plan, organize, and manage multiple priorities in a dynamic environment.
- Must be able to maintain a workspace and internet connection sufficient to support the needs of various meeting platforms.
- Performs other tasks as assigned
- 5 years purchasing experience in local, state, or federal government environments, school procurement experience preferred.
- Bachelor's Degree in Institutional or Organizational Management or at least 5 years applicable experience or related experience in the above qualifications. A Master's Degree in Business Administration or related field with 3 years of experience is acceptable.