

## **South Carolina School Food Service Purchasing Alliance, Inc. Position Description**

**Title:** Executive Director

**Reports to:** Advisory Board

**Job Goal:** To manage all functions of the “Alliance” under the direction of the Advisory Board. Duties will include but are not limited to compliance with state and federal procurement codes, training for members, bid coordination, committee oversight, and serving as the primary liaison between members and vendor partners.

### **Essential Functions:**

1. Oversee the bid process to ensure that all business practices meet procurement regulations, Alliance guidelines, and established timelines;
2. Provide assistance to all committees to ensure quality and timely outcomes;
3. Provide and/or coordinated training for members, to include follow-up support and technical assistance as necessary;
4. Maintain effective communication with vendors to ensure that all policies and procedures are followed when conducting business with the Alliance;
5. Establish and/or modify internal controls to ensure compliance with applicable Alliance guidelines;
6. Provide guidance and updates to the Advisory Board concerning all issues that pertain to the proper management of the organization;
7. Maintain all Alliance files and documents as governed by the appropriate regulatory and/or financial requirements;
8. Supervise the work of subordinate employees and/or contractors;
9. Identify, manage, and/or coordinated additional tasks, as needed, to address the ongoing needs of the Alliance.

**Minimum Qualifications:** Bachelor’s degree with a minimum of 5 years of leadership experience in school food service management, Associates degree with 10 years of leadership experience in school food service management, or high school degree with 15 years of leadership experience in school food service management.

Management-level experience with Microsoft Office and nutrient analysis software

**Additional Preferred Qualifications:** A recognized procurement credential (CPPO or similar)

A minimum of 5 years of management-level public sector procurement or group purchasing organization experience with emphasis on competitive sealed bids for high-volume purchases of food and related supplies.

**Salary & Benefits:** \$50,000 - \$70,000, as determined by the Alliance Advisory Board

## Outline of Duties:

### **Management Operations**

- Conduct daily communication via telephone and email with Alliance membership by answering contract related questions, operations, and contractual issues
- Establish locations for Executive and Advisory Board, Annual Membership, Committee, and Area Meetings. Develop with Advisory Board Chair, Co-Chair and Committee Chairs agendas for required meetings.
- Serve as a liaison with the South Carolina Department of Education-Office of Health and Nutrition on contractual matters that will affect the Alliance.
- Conduct training on procurement, ethics, and contractual issues at National and State Conferences
- Serves as a liaison on all Alliance Committees
- Identify and meet with prospective new Alliance members and prepare Contract Membership Agreements
- Conduct on-site visits with new Food Service Directors when School Food Authorities are members of the Alliance.
- Coordinate with book keeper, treasurer and CPA firm for the submission of the yearly non-profit tax return
- Prepare and file yearly US Chamber of Commerce and Secretary of State requirements for continued non-profit incorporation status.
- Prepare and submit monthly Executive Director Report
- Coordinate with bookkeeper and treasurer on the development of the yearly budget for the Alliance
- Prepares and makes deposits of annual Assessment Fees and provides written documentation for the proper deposit of those fees to the bookkeeper and treasurer
- Assists members in accessing the website
- Assist the web master with updating Alliance website.
- Coordinating and developing the 1-3 and 5 year Strategic Plan for the Alliance

### **Contract Management**

- Review produce and egg pricing updates with contractors in order to approve monthly competitive pricing
- Conduct quarterly meetings with representatives from each food distributor
- Coordinate with Product Development Committee and prepare documentation to conduct on-site product testing at numerous locations
- Prepare Manufactured Direct/Commodity Processing document
- Conducts analysis in coordination with officials at the State Department of Education on awarding guaranteed pricing from the Manufactured Direct/Commodity Processing document
- Conduct Bidder Boot Camp Training for all perspective members bidding
- Assists food distributors in obtaining contract renewal documentation
- Prepare required contractual terms and conditions along with the master product bid documentation for the Alliance bid
- Conduct non-mandatory pre-bid conference with all perspective bidder parties
- Conducts bid opening process for Master Alliance Bid and assists members in assessing their bids.

- Prepares and submits Intent to Award Statements to bidding member SFAs
- Coordinate and develop contract documentation and serve as a liaison with the South Carolina Department of Education, State Procurement Agency and the Statewide Equipment Team
- Serves as the liaison with FS Enablers in the development of the Nutritional Database

## **Job Analysis for the Executive Director Position with the South Carolina School Food Service Purchasing Alliance**

### **What technical skills do you consider most important to be successful in the position and why?**

- Strong working knowledge of Microsoft Office with special emphasis on word, excel and power point and working knowledge of Google Docs

### **What business skills do you consider most important to be successful in the position and why?**

- Vision focus to be able to look at the big pictures for the organization and not to get bogged down on the insignificant stuff
- Strong background in Procurement, Contracts, Ethics and Contract Law
- Strong analytical skills to make concise and frequently time sensitive decisions
- Strong communication skills with individuals and parties from diverse organizations
- Ability to meet strict deadlines
- Strong administrative skills
- Nutrition knowledge base with emphasis in the Child Nutrition Programs to be able to understand the nutritional content of products and how they conform to the Child Nutrition Programs.
- Knowledge of developing and implementing a strategic plan for the organization

### **What soft skills do you consider most important to be successful in the position and why?**

- Be able to multitask which is an essential part of this position
- Time management skills to meet deadlines
- Strong interpersonal skills to communicate with different groups
- Patience and understanding in dealing with the various groups

### **What professional/business background/roles do you think would most prepare the new person for the role and why?**

- **A person with a business or government background and preferably a food service director or state official with a working knowledge of the Child Nutrition Programs with a strong knowledge of procurement and ethics laws at both the federal and state levels of government. The successful applicant should also have a working knowledge of managing a non for profit organization or similar large organization. The ideal candidate should be a visionary and leader that can see the big picture and lead everyone around that.**

### **What is the most challenging parts of your position and why?**

**Each day presents its own challenges but some of the most challenging parts of this position are seeing the vision of where the organization needs to go but have the patience that you can't accomplish everything in a few years but realize that every positive step is a step forward to realizing the goals set. Also, you are dealing on a daily basis with many diverse types of situations and individuals and being able to set priorities and also response to time sensitive issues and knowing that you cannot please everyone but that you are following the laws, rules, and applicable regulations.**

**On average, how do you spend your time?  
( Tasks to add up to 100%)**

|                                    |            |
|------------------------------------|------------|
| <b>Communications in person</b>    | <b>15%</b> |
| <b>Communication via telephone</b> | <b>30%</b> |
| <b>Communications via email</b>    | <b>35%</b> |

|   |            |
|---|------------|
| <b>Total for Communications Section</b> | <b>80%</b> |
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|------------------------------------|------------|
| <b>Travel to SFAs</b>              | <b>5%</b>  |
| <b>Travel to Conferences/Shows</b> | <b>10%</b> |
| <b>Travel to Vendors</b>           | <b>5%</b>  |

|                                 |            |
|---------------------------------|------------|
| <b>Total for Travel Section</b> | <b>20%</b> |
|---------------------------------|------------|