

School Board Agenda Item CC- 5
October 6, 2015

Executive Summary

Proposed New Job Description for the Agenda Coordinator – Procurement Services Position

Background: This item is being recommended for School Board approval to meet requirements for revised job descriptions.

Position Title: Agenda Coordinator – Procurement Services

Division/Department: Chief Strategy & Operations Officer

Pay Grade: 20 Range: \$44,517 - \$68,247 Point Range: 552 - 573

Salary Schedule: 2014-2015 FOPE-Clerical Federation of Public Employees - Clerical Salary Schedule

Recommended Policy Status: Non-Chart Job Description - **First** Reading

Rationale: After the first reading on August 18, 2015, revisions were made to the job description for the Agenda Coordinator – Procurement Services Position in order to better align the job description with the needs of the department.

Prior to the recommendation to the School Board for approval, the appropriate representatives from the Federation of Public Employees (FOPE) were provided a copy of the job description for review. Additionally, no negative feedback was received prior to submission of this document for approval.

The position is vacant.

Cost: There is no additional financial impact to the District.