

May 5, 2017

VACANCY

Position: Cooperative Purchasing Agency Director

Position Availability: July 1, 2017

Application Deadline: June 10, 2017

Contract Period: 230 days

Location: Pioneer RESA, Cleveland, Georgia

Qualifications:

1. Self-motivated, self-starter with ability to excel in instances of limited direction.
2. Dedicated sense of urgency and drive to achieve objectives.
3. Ability to manage and prioritize multiple projects with varying levels of importance and difficulty.
4. Exhibit high degree of comfort in working with technology.

Education and Experience:

1. Minimum Bachelor's Degree.
2. Experience managing customer relationships and experiences.
3. Five to seven years of experience in public education administration is preferred, but not required.
4. Such alternatives to the above as the CPA Board may find appropriate and acceptable.

Essential Duties:

1. Ensure the efficient and productive functioning of CPA in securing and providing at the most reasonable cost, supplies, materials, equipment, and USDA commodities to school systems in North Georgia, Northeast Georgia, and Pioneer RESA areas and the sound fiscal management of CPA.
2. Serve member school districts through a continuous effort to explore and solve present and future purchasing needs.
3. Make financial predictions, anticipating market conditions, and other factors that influence purchasing. Select product categories to solicit.
4. Analyze pricing, profitability, and brand mix in various scenarios, making recommendations to the Board of Control.
5. Assume ultimate responsibility for the quality of all products and services.
6. Collaborate and coordinate with RESA and school district leaders to create compelling and goal-driven solutions.
7. Provide market feedback to the Board of Control regarding competitive offerings and generate product development ideas.
8. Provide effective leadership to CPA staff and to local school systems in the purchasing and utilization of system funds in the areas of consumable supplies and equipment.
9. Execute marketing, advertising, and social media plans and objectives.
10. Coordinate, direct, plan, and execute all components of financial reporting.
11. Supervise all CPA staff. Demonstrate support, encouragement, trust, respect, and tolerance toward all co-workers in the performance of duties in the delivery of services, and in the prioritization of tasks and workloads.
12. Maintain confidentiality of records and reports.
13. Work cooperatively with client system personnel and colleagues.
14. Follow professional practices consistent with CPA policies in working with client system personnel and colleagues.
15. Redefine organizational by-laws, policies, and procedures as needed.
16. Oversee all the paperwork involved with bidding, purchasing and budgeting.
17. Carry out all CPA and Pioneer RESA Board decisions.
18. Conduct CPA Board of Control meetings.

19. Attend RESA Board of Control meetings as requested by RESA Directors.
20. Communicate effectively with staff, vendors, and all school system personnel.
21. Willing to travel throughout the CPA region as necessary.
22. Available to travel within the state of Georgia and commit to multi-night stays.
23. Emergency contact for after-hours security issues.
24. Abide by all safety and health guidelines.
25. Perform timely and accurate reporting of any accident and completion of an accident report to Pioneer RESA Director.
26. Responsible for logistics of all CPA deliveries.
27. Perform all other duties as directed by the CPA Board of Control.

Salary: Commensurate with experience and education level

To Apply: To secure application, go to www.pioneerresa.org and print the Classified RESA application. Return application, resume, three letters of recommendation, and copy of Georgia Certificate or evidence of eligibility for Georgia Certificate to:

Pam Gilbert, HR Coordinator
Pioneer RESA
P.O. Box 1789 (mailing address)
Cleveland, GA 30528

e-mail: pgilbert@pioneerresa.org

Fax: (706) 865-6748

Pioneer RESA requires a criminal background check on all employees. An acceptable fingerprint record is required.
(O.C.G. A. 20-2-211)

Pioneer RESA does not discriminate on the basis of race, color, national origin, sex, age, marital status, gender, creed, religion, or disability in educational programs, activities, or employment practices. E.O.E.