

**Roswell Independent School District  
Job Description**

**Job Title: COORDINATOR FOR SUPPORT SERVICES AND TRANSPORTATION**

**Reports To: SUPERINTENDENT/ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS**

**General Job Description:**

Serves as the District's procurement and contracts office; safety and risk management; facilities; real estate and water rights management; and school bus transportation operations.

**Essential Duties and Responsibilities:**

1. Assist in the planning, coordinating, preparation, administration, and training in areas of responsibility.
2. Responsible for District procurement.
  - a. Develops and updates purchasing specifications for the local district in accordance with regulations promulgated by the State Purchasing Office.
  - b. Maintains a bidder list and determines the responsibility and qualification of bidders.
  - c. Officiates in the public opening of sealed bids/RFP's and procedures for determining the lowest and most responsive bidder.
  - d. Issues procurement determinations and approves District purchases.
  - e. Processes all contracts and assures compliance with governing regulations and Board Policy.
3. Manages the District's Safety and Risk program.
  - a. Inspects buildings for fire hazards.
  - b. Assures facilities are in compliance with State and Federal regulations and Board Policy.
  - c. Assures that all reportable conditions and insurance claims are forwarded to the New Mexico Public Insurance Authority.
  - d. Makes recommendations for corrective action as required.
4. Manages District owned facilities, real estate, and water rights.
  - a. Prepares, maintains and reviews reports as required.
  - b. Makes recommendations to assure compliance with governing regulations and Board policy.
  - c. Manages lease and rental properties; acquisition, sale, or deletion of real estate.
  - d. Approves the use of district facilities (schools) by use of city, state and community members.
5. Supervises school bus transportation contractors and operations.
  - a. Determines contract information and has contracts prepared for Board and State approval.
  - b. Surveys routes and recommends changes in routes, equipment or contractors.
  - c. Assures compliance with State regulations and Board Policy regarding insurance coverage and driver qualifications.
  - d. Coordinates special education summer transportation on a to-and-from school basis and ESL, LAU, and bilingual transportation.
  - e. Prepares year-end reports.
  - f. Monitors, measures, and establishes, with State approval, new feeder routes.
6. Treats people with dignity and respect while adhering to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District and 3111 Code of Conduct of the Roswell Independent School District.
7. Performs other duties as assigned by the Assistant Superintendent for Financial Operations.

**Supervisory Responsibilities:**

Secretary

**Experience and Education:**

1. Bachelor's degree or degree in Related Field of Study.
2. Current Procurement Officer's Certification.
3. NM Rules of Conduct in Purchasing and Transportation Regulations.
4. Knowledge of Safety, Plan(s) for school district and Safety plans.
5. Minimum of two years' experience working in Government Procurement.
6. Valid Drivers' license and Car Insurance.

**COORDINATOR FOR SUPPORT SERVICES AND TRANSPORTATION (CONT'D)**

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**