



POSITION DESCRIPTION

JOB TITLE: Director, Procurement and Risk Management Job Class: 0315		
DATE	Office of Finance Procurement and Risk	
		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	EEO Category:
POSITION SUMMARY: Administers MPS real estate transactions, contract administration along with the purchasing and warehouse operations to ensure the District and School Board have their needs represented.		

DESCRIPTION OF THE JOB: DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

1. Understands the Master Facilities Plan for MPS and the renewal requirements for the district's existing facility portfolio. Participates as a team member in the process of ensuring that MPS facilities are appropriate for the educational needs of the students.
2. Prepares, negotiates and drafts agreements pertaining to real estate holdings or the lease or sale of such.
3. Manages and oversees purchasing staff to ensure district policies and practices are followed.
4. Evaluates purchasing policies to ensure they afford MPS the opportunity to receive the best value on purchases while providing all vendors equal opportunity to provide products and services to MPS.
5. Recommends changes to the product mix in the warehouse and the services provided.
6. Examines the legal implications and advises the Superintendent, MPS leadership and the Office of Operations on issues related to real estate.
7. Serves as MPS' advocate in property negotiations with external parties, and ensures the rights of MPS are protected.
8. Researches and interprets case law and outlines the relevance to specific precedents to current issues.
9. Manages the budgets for the purchasing and warehouse departments, including creation of the budget
10. Oversees all risk management activities in the district. (Insurance programs, general liability program, and student, staff, and patron safety).

11. Manages the negotiation of all contracts around the district.
12. Manages MPS warehouse operations.
13. Interprets statutes related to the sale or lease of MPS owned properties.
14. Analyzes the impact that local, state and federal law may have on any real estate transactions.
15. Prepares all legal documents – contracts, leases, purchases – related to the sale or lease of MPS properties.
16. Reviews RFP's, proposals and contracts affiliated with the MPS properties and recommends solutions that are favorable to MPS.
17. Serves as the subject matter expert for real estate considerations.
18. Actively supports the MPS Strategic Plan.
19. Perform other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Chief of Staff

SUPERVISION EXERCISED:

Oversees clerical support and coordinates projects as needed

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements:

Position requires graduation from a law school accredited by the American Bar Association.

Experience Requirements:

This position requires 3 – 5 years of experience as a fully licensed attorney, eligible to practice in Wisconsin. Real estate experience is required, public sector experience is desired.

Knowledge, Skills, and Abilities

Excellent oral and written communication and presentation skills are essential. Outstanding organizational, analytical and research skills are necessary. The ability to rapidly interpret provisions of applicable case law and regulations is required. Must be able to work with a diverse group of individuals. The ability to consider all relevant data and reach objective, viable decisions is required. Must be able to prepare and present accurate and reliable reports containing findings and recommendations. Comprehensive knowledge of real estate principles and the legal documents used in real estate transactions. A comprehensive understanding of case and Wisconsin law relating generally to real estate holdings is required. PC experience and the ability to use MS Office software.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

APPROVALS:

Supervisor _____ Title _____ Date _____

Compensation Services Manager _____ Date _____