



**POSITION DESCRIPTION**

<b>JOB TITLE: Director, Contracts and Procurement</b> Job Class:	
<b>DATE</b>	Office of Finance Contracts and Procurement
<b>BARGAINING UNIT:</b> ASC	<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> <b>Pay Range:</b>	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Manages, directs and oversees the district's purchasing operations, contract administration, risk management, workplace safety and workers' compensation.	

**Major Duties & Responsibilities:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

**NOTE:** 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. Administers the district's property and casualty insurance and self-insurance programs including development and maintenance of records of losses and values.
2. Develops and implements procedures for new and existing programs and monitors results, to include preparation for insurance and related service renewal negotiations, insurance specifications and system budget requirements, evaluating effectiveness of current structures and researching various approaches for insurance structures.
3. Oversees accident prevention, property and casualty safety and loss control programs. Coordinates and delivers related training programs that will provide and promote safe work practices and loss prevention awareness.
4. Directs and oversees procurement staff to ensure district policies and practices are followed.
5. Evaluates purchasing operations to determine if they are being performed in an efficient and effective manner.
6. Recommends, implements and enforces changes to district policies regarding professional service contracts, leasing and purchasing.
7. Investigates and reports on accidents involving workers' compensation, property and liability claims and coordinates claim investigation activities with outside insurance companies and third party administrators.

8. Directs, develops, and coordinates claim control functions for the district's property and casualty insurance, self-insurance and self-insured workers compensation programs. Negotiates claim settlements with insurance companies and third party claims administrators, as directed.
9. Coordinates with the City of Milwaukee Workers Compensation Division and the Office of the City Attorney to negotiate settlement of workers compensation claims. Prepares settlement recommendations for approval by Chief Financial Officer and/or Board for claims that exceed established settlement authority.
10. Reviews and analyzes third party liability claims and related risk data to identify trends and to determine loss prevention needs.
11. Directs, implements, and enforces changes to district policies regarding professional service contracts, leasing and purchasing.
12. Represents the district on contractual issues in meetings with outside entities.
13. Provides direction and consultation to schools and departments on insurance and risk management in the ongoing operation of and development of new initiatives, programs and operations that affect the district's exposure to risk and loss.
14. Serves as an advocate for Milwaukee Public Schools (MPS) in contract and agreement negotiations with external parties, and ensures the rights of MPS are protected.
15. Researches and interprets case law and outlines the relevance of specific precedents to current issues.
16. Actively supports the MPS Strategic Plan.
17. Completes other duties as assigned.

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

Reports to and works regularly with the Chief Financial Officer on matters involving new initiatives, changes in program management, precedent setting issues and areas that exceed established authority. Minimal supervision is needed in all other areas.

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Responsible for the supervision of approximately 10 direct reports. Assigns duties, outlines methods, directs work in progress as well as reviews and approves completed assignments. This position is responsible for performance appraisals, hiring and disciplinary actions related to these staff members.

**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** (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree and extensive experience in procurement operations, contract compliance and contract negotiations. Graduation from a law school accredited by the American Bar Association with a focus on risk management is preferred.

**Experience Requirements**

Five or more years of experience in contracts is required, public sector experience is desired.

## Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are essential. A thorough knowledge of the concepts, techniques and practices of self-insured claims administration, loss prevention, safety, OSHA, workers compensation and investigation and risk management in the field of workers compensation, property and casualty insurance is required. A thorough understanding and operation of complex and large self-insured liability programs. Ability to draft and negotiate contract language that protects the district from financial and legal liability. Ability to organize plans, coordinate, controls and follows through with risk management and safety programs and procedures. Technological literacy and experience working with computer information systems, databases, and spreadsheets as well as knowledge of research methods, practices and related skills are also required. Demonstrated ability to perform multiple tasks under deadlines with minimal supervision and direction. Ability to proactively analyze claims and supervises claim investigation in a complex work environment to minimize district's exposure to loss and risk. Extensive knowledge of contracts and the ability to follow the rules outlined by the Milwaukee Board of School Directors is required. The position requires the ability to effectively communicate with principals, administrators and other key personnel within the district in the reporting and investigation of claims. Frequent contact with the public in the assistance provided in the issuance of building permits to outside organizations. Must be able to work with a diverse population. Must be able to multi-task effectively, think creatively within the law/regulation and meet changing deadlines. Works closely with the Office of the City Attorney on litigated liability claims.

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

A typical office environment, some driving. *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.**