JOB TITLE:	CONSULTANT SCHOOL AND COMMUNITY NUTRITION SERVICES[1]
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8102
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Responsible for technical assistance and monitoring of all district school food service programs. Responsible for completion and follow-up of required program reviews. Trains food service managers, managing assistants, lead assistants, and assistants as necessary in all areas of program management, and operations to ensure high quality food, customer service, and compliance. Communicates and reviews important program information with school principals and other school administrators to ensure understanding of program policies, procedures and requirements. Assists in the development of instructional and information materials related to the area of assignment.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists in training and monitoring food service personnel.

Informs the administrative staff in the department of the managerial and audit/review status of each location visited and evaluated.

Conducts required program reviews.

Provides written reports to Principals and relative staffs and makes recommendations for full compliance with federal and state regulations.

Monitors allowable labor hours in each school location.

Advises Principals and other staff on local, state and federal requirements relative to the USDA school meal programs including meal counting and claiming, reimbursable meal requirements, Smart Snack and other requirements associated with operating a fiscally sound and compliant program.

Reviews and advises food service managers on efficient procedures for food preparation, service, storage, use of approved software, use of equipment, equipment inventory, work simplification techniques, employee relations, and the scheduling of work assignments for the most optimum use of assigned labor hours.

Monitors on-line responsibilities of managers and cashiers in accordance with required procedures.

Monitors sanitation and safety practices in all schools and makes recommendations for improvement.

Performs other duties as assigned by the Assistant Director School and Community Nutrition Services.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to market changes in temperature and humidity. Driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful managerial experience as a food service manager, preferably in USDA National School Lunch and School Breakfast Programs.

Valid driver's license.

Ability to communicate effectively.

DESIRABLE QUALIFICATIONS
Completion of two (2) years of college work in Food Services or related Management area.
Five (5) years successful experience as a food service manager.
School Nutrition Association (SNA) Certificate or Credential.

[1]This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.

JOB TITLE:	SENIOR MANAGER APPLICATION & DATA SERVICES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, coordinates, and supervises all activities related to the design, development, implementation of the organization's application development, data warehousing and business intelligence functions. Manages multiple teams supporting different products or lines of businesses. Directs and guides team members, reviews project requests, timeline and cost. Interfaces with business owners to assess project requests, establishes project priorities and manages projects to insure timely delivery of projects. Develops, distributes, supports, enforces and integrates best practices in technology standards across the team. Effectively tracks and annotates work performed according to policies, procedures and performance standards established by the district and/or the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Manages, supervises and leads the application development and data services personnel. Respectfully represents Information Technology to other teams and business owners.

Plans, coordinates, and supervises all activities related to the design, development, implementation and support of the organization's application development and data systems functions. Leads the development of new business systems and works closely with business units and other stakeholders.

Project manages multiple concurrent projects, acts as primary interface with business units to understand their needs and assists business units in accomplishing their goals through effective use of business systems and technology.

Determines project priorities and manages project resources throughout the project lifecycles. Provides consistent and effective leadership and direction to the application development and data services teams.

Keeps abreast of current software development and data visualization trends, security and privacy challenges, and emerging threats. Develops, distributes, supports, enforces and integrates best practices and technology standards. Provides hands-on development assistance, when necessary.

Monitors all aspects of application development on a daily basis and gathers metrics to assist in capacity planning and workload distribution. Works closely with the Director, Information Technology, to advance district initiatives in a timely manner.

Proactively identifies opportunities for operational efficiency and initiates appropriate projects within IT and with other business units to address the need. Engages with peers within and outside of IT to insure timely and accurate communication between teams.

Effectively and routinely communicates with the application development team members, other IT team members and end users regarding all matters pertinent to application development, issue resolution, threats & attacks and customer service.

Consistently engages with other business units to gain a deep understanding of their processes, technology needs and determines the best approach to fulfilling the same in a cost-effective manner. Evaluates system/data requests and provides the appropriate guidance and decision to insure that the deliverable is compliant with data privacy, security and state/federal laws.

Performs all other duties as assigned by the Director, Information Technology.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands and for simple grasping and fine manipulations. The work, at times, requires bending, squatting, crawling, climbing and reaching with the ability to lift, carry, push or pull medium weights.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Computer Science or related field

Five (5) years of direct experience in enterprise software development and managing medium to large enterprise application development teams

Excellent written and oral communication skills, coupled with a strong understanding of enterprise software development methodologies, software development lifecycle, database systems and data exchange methodologies
Verifiable track record of successfully implementing enterprise software solutions
A current, relevant, and industry-recognized certification in application development/project management, or the ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire
Highly motivated, with the ability to function independently and interface with business units

DESIRABLE QUALIFICATIONS
Master's Degree in Computer Science/Information Systems
PMP certification
Business intelligence and data warehousing experience