ORGANIZATION | Fresno Unified School District  
---|---
JOB TITLE | COORDINATOR I  
---|---
JOB LOCATION | PURCHASING DEPARTMENT  
---|---
DESCRIPTION OF JOB | NON-DISCRIMINATION STATEMENT  
---|---

FUSD prohibits discrimination, harassment (including sexual harassment), intimidation, and bullying based on actual or perceived race, color, ethnicity, national origin, immigration status, ancestry, age (40 and above), religious creed, religion, political belief or affiliation, gender, gender identity, gender expression, genetic information, mental or physical disability, sex, sexual orientation, marital status, pregnancy or parental status, childbirth, breastfeeding/lactation status, medical condition, military and veteran status, or association with a person or a group with one or more of these actual or perceived characteristics or any other basis protected by law or regulation, in its educational program(s) or employment. For questions or complaints, contact:

**Title IX Coordinator** – Paul Idsvoog, 2309 Tulare Street, (559) 457-3593, [TitleIX@fresnounified.org](mailto:TitleIX@fresnounified.org)

**Title 5 Compliance Officer** – Teresa Plascencia, 2309 Tulare Street, (559) 457-3736, [Constituent.Services@fresnounified.org](mailto:Constituent.Services@fresnounified.org)

**Title II /ADA Coordinator** - Andrew de la Torre, 2309 Tulare Street, (559) 457-3520, [Andrew.DeLaTorre@fresnounified.org](mailto:Andrew.DeLaTorre@fresnounified.org)

**Section 504 Coordinator**– Jeanne Butler, 1301 M Street, (559) 457-3220, [504@fresnounified.org](mailto:504@fresnounified.org)

The Coordinator I is accountable for improving student achievement through the effective management of an assigned area; plan, organize and supervise the daily operation of the Purchasing Department to provide timely delivery of high quality services to meet the needs of the sites and departments; ensure District purchases are made in accordance with applicable laws, codes and policies; train, supervise, assign and evaluate the work of assigned staff.

Qualifications

- Any combination equivalent to: bachelor's degree in business or related field and five years responsible purchasing experience, including four years in a buying capacity.
- Valid California driver's license.

VIEW FULL JOB DESCRIPTION
To view full job description, education requirements, and licenses for this position visit: [https://hr.fresnounified.org/job-descriptions/](https://hr.fresnounified.org/job-descriptions/)
<table>
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<tr>
<th>HOW TO APPLY</th>
<th>TO APPLY FOR THE POSITION VISIT:</th>
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<tr>
<td>ANNUAL SALARY RANGE</td>
<td>$76,241.00 - $92,673.00</td>
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<tr>
<td>DEADLINE DATE TO APPLY</td>
<td>MONDAY, JANUARY 24, 2022</td>
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