

NETCO Job Description

Executive Director

The EXECUTIVE DIRECTOR is to direct, plan, organize and facilitate all activities of the Northeast Tennessee Cooperative (NETCO) in compliance with the state and federal laws related to the School Nutrition Program. The DIRECTOR is an employee of the Johnson City School Food Service Department with all the rights and responsibilities. The position is compensated as per the annual NETCO budget.

The DIRECTOR is a non-voting member of NETCO.

The following listing of duties and responsibilities provides a broad outline but is not restrictive. The DIRECTOR will:

- a. Coordinate all activities relating to procurement for NETCO.
 1. Develop a proposed and documents schedule for all bid functions.
 2. Develop an RFP for the service provider and dairy.
 3. Develop product specifications for review.
 4. Schedule product sampling and testing.
 5. Research and maintain a vendor listing.
 6. Evaluate bid documents and bring recommendations to NETCO membership.
 7. Keep abreast of changes in regulations affecting procurement.

- b. Serve as liaison between School Nutrition Supervisors, Vendors, and Service Provider.
 1. Communicate with the service provider regarding any product or service issues.
 2. Maintain an accurate NETCO Order Guide to include evaluating and approving all price adjustments from the service provider and proofing each revision and/or printing of the Order Guide by the Service Provider before disseminating to NETCO members.
 3. Investigate/mediate any disputes with vendors and/ or the service provider and bring recommendations to the NETCO Representative Committee.
 4. Review compliance with the service provider contract; schedule and conduct annual service provider audit.

- c. Assist in coordination of NETCO fiscal accounts in cooperation with Coordinating District.
 1. Collect information from the State website on number of meals served. Develop spreadsheet for use in development of Coordinating District fee.

2. Allocate pro-rated share of processed commodities per member district based on the annually approved distribution. Give to Coordinating District for use in billing.
3. Assist Coordinating District in development of proposed budget for NETCO.
 - d. Work with Coordinating District, member districts, and NETCO chair in all phases of NETCO activities.
 - e. Organize and maintain records as required by state and federal authorities.
 - f. Serve as the liaison with Tennessee Department of Agriculture. Allocate USDA stock as per orders or the annually approved percentages.
 - g. Monitor deliveries and receipts of USDA products. Communicate this information with NETCO members.
 - h. Research and assist in planning staff development for NETCO.
 - i. Plan and coordinate NETCO outreach services such as the Food Show and nutrition education programs.
 - j. Develop and implement short and long-term strategic planning, marketing and public relations programs. Provide information to social media and/or website coordinator on activities related to NETCO.
 - k. Facilitate and disseminate the transfer of all necessary information to and between NETCO School Nutrition Supervisors. Present reports to the membership as needed.
 - l. Work in conjunction with the Chair and Coordinating District to develop and coordinate regular NETCO meetings.
 - m. Develop the proposed meeting agendas. Send to Coordinating District for review and dissemination.
 - n. Solicit information from members.
 - o. Recommend changes in the Procedures Manual to NETCO and makes approved changes.
 - p. Receive applications for new members and forward recommendation to NETCO Representative Committee.
 - q. Develop mechanisms to evaluate costs and other checks and balances for NETCO review.
 - r. Establish database and spreadsheet data pertaining to all areas of NETCO.
 - s. Develop professionally by reading, course work, conference attendance, and membership in professional organizations.
 - t. Maintain high standards of ethics, honesty, and integrity in all professional matters.
 - u. Perform other duties as may be reasonably prescribed by the NETCO Representative Committee.