



JOB SUMMARY:

Cabinet level position under the direction of the Superintendent organize and administer the District's facilities, operations services, risk management, and classified personnel including: maintenance, operations, nutrition services, facility planning, classified personnel, risk management. Assist the Superintendent and the Board of Trustees in developing and implementing long and short-term plans and activities including recommended prioritization of resources, supervising, and evaluating the performance of assigned staff.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Plan, organize, control and direct a variety of programs, projects and activities related to operations including maintenance, operations, facility planning and management, risk management, and nutrition services.
- Represent and negotiate District interests in project planning and interagency relations with state and local government, business agencies, staff, parents and community members.
- Provide technical expertise regarding assigned functions; formulate and develop policies and procedures; review and evaluate services and make necessary adjustments.
- Classified personnel administration.
- Manages other departments as assigned, responsibility for the staffing, assignment, training, evaluation and discipline of employees within the assigned areas of supervision.
- Provide technical expertise regarding assigned functions; formulate and develop policies and procedures; review and evaluate services and make necessary adjustments.
- Provide the Superintendent and Board of Trustees with information and data to support recommendations and decisions; inform the Board of Trustees and Superintendent of matters related to long-range planning and necessary policy changes.
- Develop and implement long and short-term plans and activities including recommended prioritization of resources; meet with the Superintendent and Cabinet to develop goals, make decisions and provide direction and leadership for the overall District; attend Cabinet, Leadership Team, Bond Oversight Committee meetings, and Board of Education meetings and prepare Board agendas and briefings; follow up on Board issues as appropriate; present on-going reports to Board regarding facilities budget planning, project implementation, and construction issues.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; assure accuracy of federal and state reporting regarding operational services; prepare and maintain records and reports, including property contracts, insurance policies, legislative updates and other related reports.
- Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information to assure effective services.
- Supervise, develop and evaluate the performance of assigned staff, assigned staff includes all maintenance and operations, custodial, and nutrition staff members; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff; manage personnel-related issues in the division.
- Develop and prepare the annual budget for the facilities, maintenance and operations, nutrition services; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Analyze and make recommendations regarding cost effectiveness of facilities, and maintenance, operations, nutrition services, and risk management.
- Monitor and review existing and proposed laws and regulations affecting: operational services, risk management, oversee District's Workers Compensation program, and emergency preparedness.
- Oversee all claims, incidents, or circumstances that may pose or have created liability for the District; review all work-related accidents (Workers' Compensation), civil claims, tort notices, personnel complaints, and lawsuits filed to determine organizational exposure and resolution.

- Manage all District complaint investigations; including complaints or legal claims made by or against District personnel, third-party lawsuits, and workplace injury lawsuits. Conduct detailed and confidential investigations; work with legal representation, third party administrators, and insurance carriers, labor groups for advantageous resolution on complaints or legal claims.
- Administer, plan and direct the District nutrition services program, including maintenance of nutrition equipment (kitchens and vehicles); assure compliance with federal, state and local laws, rules and regulations related to nutrition services.
- Administer, plan and direct the District maintenance and operations program; direct the development and implementation of short and long-range plans and programs related to facilities maintenance including preventative maintenance and risk management; monitor and authorize expenditures in accordance with established guidelines.
- Perform all other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

Administration of facilities, school nutrition, maintenance and operations and classified personnel; school business management including facilities, maintenance, and other assigned areas; oral and written communication skills; principles and practices of administration and classified personnel, supervision and training; applicable laws, codes, regulations, policies and procedures affecting classified personnel, facilities, school nutrition, and maintenance and operations; understanding and application of laws and codes related to risk management; operation of computer equipment and specified software; computer programs that support efficient processing and managing of data for facilities planning; public contract code; and construction management techniques.

Ability to:

Plan, organize and direct a variety of services related to facilities, school nutrition, maintenance and operations and classified personnel; communicate clearly and concisely; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative relationships with all people encountered in this position; effectively supervise employees; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; work independently with little direction; plan, organize and direct complex projects; prepare comprehensive narrative and statistical reports; supervise and evaluate the performance of assigned staff; maintain current knowledge of technological advances in the field; maintain current knowledge of program rules, regulations, requirements and restrictions; demonstrate expertise and knowledge of computer programs that support efficient processing and managing of data for classified personnel and facilities planning; operate a computer and applicable software; occasionally ascends or descends a ladder to conduct inspections at varying heights and levels; inspect repairs and safety issues in varying areas and climates differences; ability to move and or transport objects of varying weights; drive a vehicle to conduct work.

Education/Training/Experience:

Equivalent to graduation from an accredited college or university with a major in business administration/management or public administration and/or closely related field. Equivalent to a minimum of five (5) years of increasingly responsible management services administrative experience, including at least three years of school management or governmental management experience.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

While performing the duties of this position, the employee is subject to constant interruptions and is in direct contact with the public and employees – negative interactions resulting from this contact may result in stressful situations. Employee may be stationary for long periods daily. Employee will need to communicate via long

distance and in person. This position is required to operate standard office equipment, which may include handling different types of objects. Employee will be asked to traverse varying lengths of distance both indoors and outdoors and may be required to transport objects up to 30 pounds. This position will also require inspections, estimates and analysis under varying climate differences, heights and depths.

Mental Demands:

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

Work Environment:

While performing the duties of this job, the employee will work indoor, outdoor, office shop and construction environment. The employee will work with noise from equipment operation. The employee will be on call to provide administrative support for the department and the District.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD: 12 months per year, 5 days per week