

SENIOR EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES

DEFINITION

The Senior Executive Director, Administrative Services, under the supervision of the Assistant Superintendent, Business Services, serves in a staff capacity to all administration in the District regarding all matters pertaining to implementation of the District's capital facilities bond measure program. The Senior Executive Director, Administrative Services also oversees, supervises and directs construction management, facilities, maintenance, grounds keeping, custodial operations, energy management and conservation activities and other operational divisions of the District, including purchasing and the warehouse, as assigned.

ESSENTIAL DUTIES

Facilities Management. Bond Measure. Planning & Modernization/Grounds Keeping/Custodial Operations. Purchasing and Warehouse

- Responsible for all facilities management and planning, lease and licensing agreements, hazardous materials management, security systems, capital improvement, maintenance and repair service, energy management, refuse collection and disposal, recycling programs, deferred maintenance plan, Purchasing Department and Warehouse.
- Develops and organizes ongoing, long range, and preventive maintenance plans and programs for sites, buildings and equipment, including grounds keeping, transportation, and custodial services; reports the status to the Superintendent.
- Participates, as assigned, with demographic planning.
- Administers and directs Bond Measure program in accordance with ballot measure.
- Prepares bid specifications for equipment and projects; coordinates bidding process with Purchasing Department.
- Negotiates contracts as appropriate; reviews billings and contract terms with contractors, vendors, etc.; confers with District legal counsel and the Assistant Superintendent, Business Services, as needed and appropriate.
- Works with architects, engineers, inspectors, and consultants in the development of planning and construction documentation.
- Develops design concepts and appropriate specification documentation needed to communicate design intent, when requested by the Superintendent.
- Manages, oversees and coordinates Project Managers, Construction Managers, Contractors, and Consultants during the planning, construction, and closeout phases of site construction projects or modernization.
- Monitors progress of construction projects, daily and long term, and supervises building inspectors; represents District at construction planning meetings with contractors and architects; meets with architects and other facilities consultants or contractors to coordinate future projects planning; reviews change order requests from architects for acceptability and

cost and keeps the Superintendent apprised; reviews construction schedules and ensures timely completion of such projects; makes field decisions on construction issues, as necessary.

- Directs and reviews completion of State expenditure reports for construction projects to comply with funding requirements.
- Coordinates and updates the District's Long Range Facility Master Plan, working closely with the Assistant Superintendent, Business Services, on sources and use of funds, status, and schedule of construction and phasing of projects; monitors school facility legislation.
- Responsible for implementing and monitoring of the Labor Compliance Program, Storm Water Pollution Prevention Plan, National Pollutant Discharge Elimination System, and California Environmental Quality Act.
- Prepares monthly status report on all facilities projects.

Energy Conservation

- Establishes and oversees a program to promote energy conservation through feedback to all levels of the District and involve all personnel in taking ownership for success of the program. Responsible for developing, monitoring and ensuring implementation of the District's energy management program, pursuant to approved policy and guidelines, for the purpose of reducing utility consumption.
- Prepares energy requirement estimates and budget allotments for all District facilities and develops procedures for efficient utilization of energy sources. Oversees and monitors District's energy usage to ensure conformance with budget estimates and allotments.
- Advises, assists and makes recommendations to the Superintendent on alternative energy sources, consumption and general energy conservation measures.
- Develops and maintains contact with federal and state agencies and monitors state and national energy policy trends.
- Provides input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
- Reports as necessary to the Board of Education on the status and success of the District's energy conservation program.
- Maintains records of federal energy conservation grants received by the District.
- Ensures that the District is on the proper utility rate schedule and is receiving correct billing.
- Ensures District's participation in any rebate program offered.
- Maintains wiring and installation diagrams of the energy management systems.
- Assists with the ongoing design and maintenance of the programming for computerized energy management system to insure operating efficiency.

Emergency Preparedness/Safety/Risk Management

- Assists in the overall District risk management process; monitors and reviews processes to ensure risk and compliance arrangements are in place; identifies external and internal risks;

evaluates the effects of risk; provides support and training to personnel.

- Acts as a resource person and investigator regarding any emergencies, security systems and maintenance problems at District facilities; initiates appropriate actions.

Community/Liaison Activities

- Serves as the District representative to the Office of Public School Construction, State Allocation Board, Division of State Architect, Department of Toxic Substance Control, and California Department of Education/School Facilities Planning Division.
- Serves as District representative to any independent Citizens Oversight Committees; responsibilities including preparing minutes, agendas, reports, and coordinating the required annual fiscal and performance audits.
- Establishes and maintains a close working relationship with the City Law Enforcement, Fire Prevention, City Public Works and Maintenance Departments, as well as other Federal, State, and Local agencies.

General Duties

- Supervises, directs and evaluates the work of all direct reports.
- Coordinates hiring, training and evaluations of personnel, as appropriate; recommends transfers, reassignments, and disciplinary actions, including terminations, as appropriate.
- Regularly communicates with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements, to resolve issues and conflicts, and to exchange information, as appropriate and as needed; provides recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe, compliant and efficient work environment.
- Develops, prepares, implements and ensures adherence to all applicable budgets; analyzes and reviews budgetary and financial data with the Assistant Superintendent, Business Services, and revises budgets as directed; negotiates primary change orders, prepares and processes change orders and keeps the Superintendent apprised; monitors cash flow and authorizes expenditures in accordance with established guidelines.
- Prepares notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.
- Attends meetings of the Board of Education, and other departmental and/or staff meetings, as required and appropriate.
- Attends and participates in professional organizations and meetings as appropriate and/or as requested by the Superintendent.
- Responsible for reading, interpreting and implementing a variety of correspondence, reports, manuals, statutes, policies, regulations, etc.
- Responsible for compliance with applicable Federal and State laws and regulations, as well as District policies, procedures and regulations, by departmental personnel.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

General management functions of planning and organization;
Strategic and long-term goal-setting and planning;
Principles, methods, techniques and strategies pertaining to facility maintenance and construction, grounds keeping, irrigation controls, pest control, energy management, emergency response and risk management and energy conservation activities;
Principles, methods, techniques and strategies pertaining to preparing, overseeing and administering budgets, preferably in a K-12 school setting;
Principles, methods, techniques and strategies pertaining to negotiations with contractors, vendors, and governmental entities, within established guidelines;
Legal and ethical guidelines and obligations applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations, as well as District policies, regulations and procedures;
Strong, effective oral and written communications skills, as well as interpersonal skills;
Computer and assigned software programs, including, but not limited to, Microsoft Word, Excel, PowerPoint, Outlook, Project;
Familiarity and experience operating work order software programs, operate other office equipment, as assigned.

Ability to:

Comprehend, interpret and explain complex regulations and guidelines;
Plan, direct, evaluate and improve related District operational functions;
Identify, define, analyze and recommend solutions to administrative operational and programmatic problems related to the District's operational needs;
Exercise appropriate independent initiative, ingenuity and judgment;
Communicate effectively and respectfully;
Practice excellent communication skills for gathering, evaluating and transmitting information;
Maintain strict confidentiality and employ strong judgment;
Promote a participatory work environment;
Maintain effective and cooperative relationships with District employees, parents/guardians, contractors, and the general public;
Prepare, read, and interpret data and demographic reports, financial reports, blueprints, schematics, architectural plans/documents, sketches, designs, diagrams, drawings, etc., as appropriate;
Apply principles of logical or scientific thinking to define problems, collect, analyze and interpret data, establish facts, and draw conclusions;
Interpret an extensive variety of technical instructions in mathematical or diagrammatic form;
Deal with several abstract and concrete variables;
Effectively plan and meet all deadlines, schedules, and timelines.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations;
Dexterity of hands and fingers to operate a computer keyboard;
Seeing to read a variety of materials;
Sitting or standing for extended periods of time;
Lifting and carrying objects (includes upward pulling) up to 50 lbs.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of related work experience. Five years additional qualifying experience may be substituted for the educational requirement. Three years of supervisory or management experience required.

Education:

Graduation from a four year college with a major in business, architecture, engineering, planning, facilities/construction management or related discipline.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.