

**Assistant Director
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Maintenance Operations

TITLE: Assistant Director

QUALIFICATIONS:

1. Bachelor's degree in public administration, business administration, law, industrial management, industrial technology, or related field, or an equivalent combination of education and experience.
2. At least six years of administrative services experience, budget analysis and preparation, report preparation and presentation, and recordkeeping. At least two of the six years of experience must be at the supervisory level. Experience in facility maintenance preferred.
3. Valid North Carolina driver's license.

REPORTS TO: Director of Maintenance Operations

JOB GOAL: To assist the Director of Maintenance Operations Department and to oversee and manage the daily activities of the Administrative Services Division within the Maintenance Operations Department and to supervise staff within the Administrative Services Division.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, regulations and procedures as required by Maintenance Operations; ensure staff follows departmental procedures and New Hanover County Schools' policies.
2. Utilize computer hardware and software to manipulate and manage data and databases, such as contractor profiles, relevant to the work the Maintenance Operations Department's staff performs.
3. Demonstrate strong leadership and supervision for the Administrative Services Division utilizing superior analytical and organizational skills, and attention to detail. Evaluate staff performance.

4. Evaluate work activity of the Administrative Services Division by review of contract compliance and budget, timely and comprehensive processing of information, communication with staff, and payroll management.
5. Serve as a resource for the Director of Maintenance Operations for the Administrative Services Division during goal setting; budget preparation; need assessment; program evaluation and analysis; contract preparation or amendment; monitor and maintain transfer of projects.
6. Respond to and resolve difficult and sensitive inquiries and concerns from the organization's staff.
7. Provide daily leadership and work with staff to ensure high performance, a customer-oriented work environment that supports achieving the organization's mission, objectives and values regarding team building and employee empowerment; apply improvement and quality management principles to assigned areas of responsibility.
8. Participate in long-term planning to assess the department's future purchasing needs; prepare operating budget and make recommendations; authorize the purchase of materials, tools, equipment, and supplies; monitor work activities and expenditures to control costs; maintain inventory.
9. Assist with developing specifications for projects and annual contracts. Monitor the performance of contracted services; monitor payments to contractors; services contract specifications for annual re-bid and renewal.
10. Research new operational methods, techniques, and equipment, and recommend application(s).
11. Schedule, coordinate, and supervise the work of personnel engaged in the daily work order performance; ensure complete and accurate inventory of shop and truck materials, supplies, tools, and equipment used in the construction, maintenance, and repair of the organization's facilities.
12. Instruct and provide for the training of staff in work methods, use of tools and equipment, and relevant safety precautions. Monitor compliance with playground equipment.
13. Use verbal and written communication skills; read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; interact with school officials, administrative staff, contractors, and the community.
14. Prepare and submit, to the Director of Maintenance Operations, weekly work summary reports, periodic and special reports.

15. Assume on-call responsibilities, as needed, in cases of emergency.
16. Perform related duties and responsibilities as requested by the Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Assistant Director

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrate functional knowledge of school maintenance operations, filing systems, proper handling, retention, and storage of records; knowledge of modern principles and practices of program and budget administration, organization, supervision, and control.
- Demonstrate functional knowledge of principles of supervision, training (including safety), and performance evaluations.
- Management and supervisory skills to effectively manage an Administrative Services Division.
- Analytical and communication skills to evaluate accurately and to arrive at appropriate conclusions for the Administrative Services Division. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best alternative options, and implement approved solution in support goals.
- Mathematical, statistical, and accounting skill necessary for the collection, manipulation, interpretation, and presentation of relevant data; ability to prepare clean and concise administrative and financial reports.
- Communication skills to effectively maintain good working relationships and to convey ideas with clarity and precision.
- Ability to interpret, explain, enforce, and apply federal, state, and local policies, laws, and regulations.
- Ability to analyze and solve problems; observe and correctly interpret situations; to work under pressure with constant deadlines and interruptions.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.