



JOB DESCRIPTION

Position Code: 310
Classified Group: Cabinet
Work Days: 225
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POSITION TITLE: Assistant Superintendent, Operations, Facilities, and Transportation

DEFINITION: Under direction of the superintendent, responsible for the planning, management, and directing the administration of district operational departments, services, and activities for assigned areas; serves as a member of the superintendent's cabinet.

DIRECTLY RESPONSIBLE TO: Deputy Superintendent

SUPERVISION OVER: Management and classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Plans, organizes, and directs the administration of district-wide short- and long-range master plans for new and existing sites, schools and district facilities and coordinates the development of financial plans and funding sources to support objectives of the master plans.
2. Develops and updates the planning database for schools and district facilities (e.g. student enrollments, construction rates, student yield factors, building data, district maps, school boundaries, etc.).
3. Provides consultative and technical expertise to administrators and other district personnel concerning assigned areas.
4. Prepares and submits applications and plans for state funds, city funds, county funds, impact fees, developer fees, bond funds, and other local funding sources.
5. Coordinates the reviews and approval of all funding applications with the funding agency (city, county, state, etc.) and interested or affected organizations (BIA, community committees, school sites, etc.).
6. Administers the receipt, collection, disbursement, accounting, and financial reporting of all funds received from agencies, fees, sale of bonds, and local funding sources in support of the facility program.
7. Coordinates the preparation of plans from the developed educational, performance, and equipment specifications for schools and district facilities.
8. Develops and updates time lines for the acquisition and construction of new facilities and the repair, reconstruction, or relocation of existing facilities.
9. Coordinates, negotiates, implements, and supervises the sale, disposal, trade, leasing or acquisition of district easements, leases, agreements, sites, and facilities.
10. Develops, coordinates, oversees and manages joint use agreements with other public agencies and districts.
11. Coordinates, implements, and supervises the construction of new schools and district facilities, and the reconstruction and relocation of existing schools and district facilities.
12. Coordinates the selection, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, inspectors, and other professional service agencies used in support of the facilities program.
13. Prepares and presents periodic or special facility housing and financial reports to the public, funding agencies, board of education, superintendent's cabinet, management team, school sites, and community groups.

14. Acts as a liaison for the district in collaborating with legislators, state and local government officials to monitor, analyze and report on all legislation related to school facilities and school building reform.
15. Develops implements and maintains the Energy Conservation Management program.
16. Assists the superintendent in the development of policy recommendations concerning assigned areas of responsibility.
17. Provides direction and supervision over assigned departments (i.e. facilities, planning, maintenance and operations, transportation, and safe schools).
18. Advises the superintendent on all matters concerning maintenance and operations, facilities, transportation services and emergency preparedness of the district.
19. Serves as a member of the superintendent's cabinet and attends all meetings of the Board of Education.
20. Supervises and evaluates the performance of assigned personnel and assists with disciplinary actions and meetings as necessary.
21. Attends and participates in state agency, city, county, and community meetings as required, including district advisory and bond oversight committees.
22. Performs other duties assigned by the superintendent of schools.

QUALIFICATIONS:

Education and Experience:

Minimum of a Bachelor's degree with a major in business or public administration, architecture, construction management, civil engineering or related field is preferred; minimum of seven years of professional or management level experience in facilities planning, construction work and/or maintenance and operations with increasing levels of responsibility.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of general terms, procedures, and practices used in the planning, design, construction, rehabilitation, remodeling, maintenance and operation of school buildings and facilities
- Knowledge of principles and best practices related to transportation operations
- Knowledge of applicable federal and state codes, regulations and procedures related to the position, including but not limited to those promulgated by the State Board and Department of Education, the State Allocation Board, Department of Finance, and Office of the State Architect as they apply to the facility planning process
- Knowledge of school facility funding sources and application submission procedures and requirements
- Knowledge of city redevelopment and zoning policies, procedures, and regulations
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Principles of management, organization, and administrative analysis
- Knowledge of public financing budgeting, and accounting principles and practices
- Knowledge of district operations, policies and objectives
- Knowledge and skill in use of computers and assorted software programs
- Ability to coordinate district efforts to secure funding for facility construction, improvement, and rehabilitation

- Ability to plan, organize and direct the work of others and the activities for a department or district wide
- Ability to work effectively with all levels of district staff, representatives of public agencies, community groups, and private industry
- Ability to ensures the identification and blending of instructional needs and requirements into the overall facility planning process
- Ability to effectively communicate both verbally and in writing with administrators, staff, and the community
- Ability to effectively supervise, train and evaluate the performance of assigned personnel
- Ability to analyze, interpret, and apply complex rules, regulations, and program requirements
- Ability to prepare written analysis, recommendations, program and funding applications and forms, and complex reports
- Ability to analyze situations and adopt an effective course of action
- Ability to establish priorities and meet deadlines
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to understand and follow verbal and written instruction
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours periodically and weekends on occasion
- Ability to travel locally and attend conferences/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 2/13/2001
Revised: 4/23/2014
Revised: 5/22/2018