

SCHOOL DISTRICT OF BAKER COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR FOR SUPPORT SERVICES

QUALIFICATIONS:

- (1) Master's degree in administration, business management, or related field..
- (2) Minimum of seven (7) years successful experience in education to include three (3) yeas in supervisory or administrative position.
- (3) In lieu of the above qualification, a combination of training and experience substantially equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida Statutes, State Board rules, and effective practices pertaining to business, maintenance, transportation, operations, and food service.

REPORTS TO:

Superintendent

**JOB GOAL**

To assist the Superintendent substantially and effectively by providing leadership in the development, coordination, and maintenance of central business and operation services to facilitate successful educational programs and related support services throughout the District.

SUPERVISES:

- Director of Nutrition Services, Purchasing and Warehousing
- Director of Facilities and Maintenance
- Director of Transportation
- Data Entry Operator, Data Processing
- Specialist Manager / Data Processing
- System Support Specialist
- Finance Aide(s)

PERFORMANCE RESPONSIBILITIES:

- \* (1) Provide leadership, oversight, and direction for the overall activities of planning, implementation, and evaluation of business and operations services necessary for the efficient operation of the school system. Such services include facilities services, maintenance services, custodial services, safety, management information services, data processing and food services.
- \* (2) Direct the preparation of the annual District budget.
- \* (3) Coordinate all business functions of the District including payroll and other expenditures, business records and reports and investments.
- \* (4) Provide information and advice to the Superintendent on the status of operations resources and the wise use of these resources through appropriate business and

## EXECUTIVE DIRECTOR FOR SUPPORT SERVICES (Continued)

- management practices.
- \* (5) Provide administrative oversight and direction for the planning, construction, and maintenance of educational facilities.
- (6) Oversee the selection of architectural or engineering firms and outside contractors for design and construction work.
- (7) Coordinate oversight of maintenance, repair, and construction projects.
- (8) Assist the Superintendent in organizational analysis and development.
- \* (9) Assist the Superintendent in district wide planning to relate the use of financial and human resources to the District's goals and objectives.
- (10) Assist in interpreting the philosophy, programs, and policies of the District to staff personnel and the community.
- \* (11) Keep abreast of statutory and regulatory requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their effect in the school system.
- \* (12) Assist in preparing for collective bargaining negotiations.
- \* (13) Assist in the development of administrative guidelines for assigned areas of responsibility.
- \* (14) Assist in the development of policies for assigned areas of responsibility.
- \* (15) Assist in the preparation of School Board meeting agenda, preparing operations services action items of routine and priority nature as well as timely reports.
- (16) Assist in the development, implementation, and evaluation of staff development activities.
- \* (17) Supervise assigned personnel, conduct annual performance appraisals, and make recommendation for appropriate employment action.
- \* (18) Prepare or supervise the preparation of all required reports and the maintenance of all appropriate records.
- \* (19) Develop, recommend, and administer the business and operations services budget.
- \* (20) Serve on the Superintendent's Executive Leadership Team.
- (21) Perform other incidental tasks consistent with the goals and objectives of this position.

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 3**