



## JOB DESCRIPTION

### Executive Director of Administrative Services

<b>Reports to:</b>	Superintendent	<b>Employment Group / Salary Range:</b>	Classified Management
<b>Dept:</b>	Administrative Services	<b>FLSA:</b>	Exempt
<b>Annual Workdays:</b>	261	<b>Formal Review Date: Board approval date:</b>	3/27/23 4/03/23

#### PRIMARY FUNCTION

Under the general direction of the Superintendent, direct and manage the Administrative Services Department of the district. Manage all aspects and functions of the following departments: Maintenance and Operations (including deferred maintenance planning, construction procurement and project management), Grounds, Custodial, Transportation, Nutrition Services and Information Technology.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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 this class.

Serving as a member of the Superintendent's cabinet, keep the Superintendent informed on the operations of the district. Provide for effective collaborative communication with staff, community, and Governing Board on relevant matters. Attend relevant District Governing Board meetings.

- Provide leadership and oversight to the Administrative Services Department to ensure they are supportive of the instructional goals and objectives of the district and the attainment of performance objectives. Plan and conduct needs assessments for growth and improvement to include the development of long-and-short-range objectives and goals, ensuring that preventive and proactive processes and systems are in place to ensure long term success.
- Ability to make challenging decisions, remain professional under stress, possess exceptional judgment, and adapt to changing work priorities in order to lead diverse groups and individuals; maintain confidentiality; set priorities and meet deadlines; working with frequent interruptions and detailed information/data as well as adapt to changing work priorities while modeling behavior that is professional, ethical, and responsible, therefore serving as a role model for all district staff.
- Demonstrate support for the district's student management policies and expected student behavior related to operational aspects of the district (transportation, food services, classroom facilities and technology, etc.).
- Work with the district personnel in projecting student enrollment, staffing needs, building and facility needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement. Contracts for and coordinates the district's Facility Master Plan.

- Ensure proper administration of child nutrition services and all associated programs, including federal and state meal reimbursement processes.
- Ensure proper administration of the technology division and all associated software, network, and licensing requirements, etc.
- Oversee the activities of the maintenance, grounds, and custodial departments to provide well maintained and clean facilities for all District students and staff, including oversight of the deferred maintenance program.
- Oversee the District's new construction and modernization program and all related activities including but not limited to, property acquisition, site and plan development, planning and construction procurement contracts and construction management. Monitors the preparation of all documents related to the state facility funding program and other associated funding revenue streams.
- Responsible for managing transportation operations, including updating district transportation plan and following proper procurement for transportation services.
- Oversees the facilities use program and provides recommendations on facilities use policies and procedures.
- Ensure that programs are cost-effective, and funds are managed prudently to stay within budgeted guidelines. Provide leadership to achieve cost-effective practices throughout the district. Compile departmental budgets and cost estimates based upon documented program needs.
- Follow and implement pertinent laws and policies established by federal and state government, associated state agencies including but not limited to the California Department of Education, Division of the State Architect, and the Department of Toxic Substances Control as well as the District's Governing Board.
- Evaluate job performance of employees to ensure effectiveness. Develop training options and/or improvement plans to ensure the best operation of the Administrative Services Department; ensuring the development of professional skills of staff that are appropriate to job assignment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Administrative Services Department.

## **QUALIFICATIONS**

### **Education and Experience:**

The ideal candidate will have a minimum of five years' effective experience in operations management focused on facilities planning, construction, maintenance and operations, child nutrition services, custodial, transportation and technology or any combination thereof.

A Bachelor's degree in Business Administration is preferred, however, equivalent related experience in place thereof may be considered as equal.

**Licenses, Certificates and Other Requirements:**

- Possession of a valid California Driver's License
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

**KNOWLEDGE, SKILLS AND ABILITIES****Skills and Abilities to:**

- Plan and direct activities of the Administrative Services Department.
- Make recommendations and provide technical direction on a broad range of facilities related issues.
- Evaluate risk management policies, practices and strategies and make sound, prudent decisions that maximize student and employee safety and safeguard the District's assets.
- Interpret, explain and apply laws, rules and regulations.
- Work collaboratively with District directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively orally, make presentations and present proposals and recommendations clearly, logically, and persuasively to diverse audiences.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with internal and external stakeholders.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty, and staff.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

**Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Physical demand requirements are at the level of those for light to medium work.

**Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

**WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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*Employee Signature*

\_\_\_\_\_  
*Date*

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*Name Printed*