



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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<b>POSITION TITLE:</b>	<b>Division Director, Operations &amp; Support Services Business Services</b>	<b>#5030</b>
<b>SALARY PLACEMENT:</b>	<b>Administrative Council Salary Schedule Range II</b>	

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### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in public administration, business administration or related field. Experience of an extraordinarily related nature may be substituted for degree requirements. Minimum of five years experience as a manager in a business related position.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Three years experience in a responsible capacity involving school district or county office administration involving facilities maintenance, operations, risk management and purchasing. Knowledge of rules and regulations affecting school district and county office business activities; techniques of gathering information and preparing reports; purchasing procedures, sources of supply, materials, and equipment used in a school district; legal aspects of public agency bidding; laws and regulations pertaining to employee safety and Worker's Compensation; and laws and regulations pertaining to handling, abatement, and disposal of hazardous materials. Ability to interpret and apply laws, policies, rules and regulations; carry out responsible staff and research assignments without detailed procedural instructions; and estimate costs of maintenance and minor construction work.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Knowledge of program evaluation and data collection. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

### **CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of rules and regulations affecting school district and county office business and facilities activities; techniques of gathering information and preparing reports; purchasing procedures, sources of supply, materials, and equipment used in a school district; legal aspects of public agency bidding; laws and regulations pertaining to employee safety and Worker's Compensation; and laws and regulations pertaining to handling, abatement, and disposal of hazardous materials. Ability to interpret and apply laws, policies, rules and regulations; estimate costs of maintenance and minor construction work; and plan, coordinate and direct the work of others effectively.

### **DISTINGUISHING CHARACTERISTICS:**

The Division Director represents Range II on the Administrative Council Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

### **SUMMARY OF POSITION:**

Under the direction of the Deputy Superintendent of Business Services, plans, coordinates and directs the functions of maintenance, operations, purchasing and facilities.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
5. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
6. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
7. Communicate effectively both orally and in writing.
8. Analyze situations accurately and adopt an effective course of action.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work independently with little direction.
11. Meet schedules and timelines.
12. Prepare reports as needed for program.
13. Maintain full knowledge of budgets and provides supervision of the fiscal functions.
14. Responsible for scheduling and assigning maintenance workers and crews; confers with various administrators concerning requests for facility maintenance.
15. Coordinate custodial and grounds keeping services for all facilities.
16. Personally inspect buildings for needed repair and maintenance as well as for fire, safety, or health hazards; determine priority for repairs and new projects; establish a preventative maintenance program; maintain all records necessary for maintenance and operations.
17. Prepare and/or review estimates of job costs; review estimates with actual costs of completed work; prepare and interpret plans and specifications; administer deferred maintenance program, including preparation of five-year plan for submission to the state.
18. Supervise and coordinate the building security program.
19. Review purchase orders prior to issuance.
20. Review all county office Travel and Conference requests.
21. Assemble and award bids, subject to review by the Deputy Superintendent of Business Services.
22. Assist with determining school or office needs and the ordering of supplies and equipment.
23. Coordinate hazardous materials management program and serve as a resource to school districts.
24. Administer compliance with all federal, state and local laws and regulations pertaining to employee safety and hazards in the workplace.
25. Oversee the County Car Program and driving authorization process.
26. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office, and/or construction environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.