

Sonoma County Office of Education – Job Description

Classified Management

ADMINISTRATIVE OPERATIONS SPECIALIST – FACILITIES, OPERATIONS AND MAINTENANCE

Definition:

This position supports the Facilities, Operations and Maintenance team and the Information Technology department by developing, coordinating and monitoring procedures for internal (within division and across departments) and external (across districts) services. Will act as the Chief Technology Officer's liaison with staff, districts/schools, community members and other agencies, when assigned. To independently plan, organize, research, direct, coordinate and execute a wide variety of high-quality and diverse administrative and fiscal procedures and functions within a department. This position also coordinates the flow of information among work teams and relays assignments of work orders to internal staff and external support agencies. This position serves as an inter-department and agency liaison to coordinate emergency service functions and performs duties assigned by the Deputy/Assistant Superintendent or Chief Technology Officer.

Distinguishing Characteristics:

This assignment is within the Administrative Operations Specialist classification. The position provides professional management-level administrative support functions for diversified and evolving projects independently and requires the ability to serve in an advisory and supervisory capacity to others.

Supervision Exercised and Received:

The Deputy/Assistant Superintendent or Chief Technology Officer supervises this position. Employees in this class work independently within a broad framework of policies and procedures. Employees in this class direct, mentor, supervise, and formally evaluate classified staff, students and volunteers.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- May represent the Deputy/Assistant Superintendent or Chief Technology Officer and the Sonoma County Office of Education with districts/schools, government agencies, community members, and businesses to further the mission, vision, goals, and activities of the County Office.
- Plans organizes, directs, and coordinates the development of departmental and organizational communications, informational methods, procedures, services, and products that create a climate of understanding about the County Office's mission, vision, goals, and activities.
- Serves as the support to Facilities, Operations, and Maintenance department, performing technical and complex clerical and budgetary duties involving independent judgment, proper handling of information, and an understanding of departmental functions and procedures.
- Collaboration with the Emergency Operations liaison.
- May participate in federal, state, and local emergency training.

- Analyzes, develops, and maintains budget records and files. Prepares and inputs accounting forms, such as purchase orders, work orders, requests, budgets, and assignments. Receives and processes accounts payable and prepares periodic printouts of financial activity and summary reports.
- Annually assists with preparing the Maintenance & Operations budget, including but not limited to gathering and compiling required information or reports.
- Develops and maintains emergency supply inventory for departments.
- Processes fixed asset requests, reconciles, and updates the fixed asset inventory. Assists with the year-end closing process for fixed assets, meets with auditors, and assists outside agencies with the inventory process.
- Analyzes and compiles capital asset information and records the depreciation schedule within the financial database.
- Assists as needed with tenant improvement and new construction projects.
- Files all construction projects with the Department of Industrial Relations (DIR).
- Maintains critical safety information and files related to regulatory agencies (i.e. Safety Data Sheets (SDS, Occupational Safety & Health Administration (OSHA), Office of Public School Construction (OPSC), etc.)
- Assists with the creation and distribution of project documents. (i.e., Notice Inviting Bidders (NIB), Notice of Award (NOA), Notice to Proceed, Notice of Completion, etc.)
- Maintains project files and tracks project status, Department of State Architects (DSA) notifications, change orders, etc.
- Manages documents for Facilities Inspection Tool (FIT) inspections, including visitation of sites.
- Assists with operations of the Safety Advisory Committee as assigned.
- Maintains facilities, operations, maintenance reports, meeting notes, and committee records.
- Works closely on construction projects, including attending construction meetings.
- Coordinates the scheduling, quality control, and completion of small capital projects for SCOE-owned facilities.
- Coordinates all aspects of the countywide District Cut Stock Paper procurement (i.e. Board Agenda documents, NIB, NOA, vendor contracts, ordering, delivery, invoicing, and reconciliation of District payments.)
- Serves as the contact for site security monitoring vendor (i.e., coordinating new employee building access assignments, maintaining current staff list, scheduling inspections, etc.)
- Participates in the maintaining and updating the Emergency Operations Plan for the County Office and developing annual program goals.
- Participates in the maintaining of a system of records and statistics on County Office Emergency Preparedness and Safety activities, including records of meetings and training.
- Establishes and maintains clear communication and cooperative working relationships with inter-department staff, other agencies, and regional and state administrators through announcements, letters, telephone communications, attendance at meetings, and site visits.
- Recommends, confers, develops, and administers policy and procedure changes; understands and accurately represents the County Office's vision, mission, goals, policies, and procedures to staff, district staff, and the community.
- Supervises and oversees materials produced by others for internal and external distribution and provides direction regarding content, credibility, readability, format/layout, style, grammar, and/or composition.
- May select, train, schedule, supervise, and formally evaluate classified employees, consultants, and volunteers.

- Exercises and monitors staff concerning confidentiality in the treatment of sensitive information related to personnel matters; acts as an expert resource for classified contract and merit rules for all staff and managers of the County Office.
- Independently studies, plans, directs and coordinates the development and implementation of systems and procedures used to collect data necessary for the financial control of department/division funding.
- Assists the Deputy/Assistant Superintendent or Chief Technology Officer with the supervision of personnel and monitors in compliance with County Office policy, bargained contracts, and educational law and regulation.
- Develops, maintains, updates, analyzes, manages, and monitors a variety of department budgets; assists in year-end closing process and annual audit.
- Facilitates and makes recommendations on the development of department/division budget information and completes preparation of budgets for submission to decision-making groups.
- Assists and facilitates the department staff in following established budgetary and business procedures.
- Develops, implements, and supervises systems and procedures to ensure adequate department/division budgetary and/or internal controls.
- Develops inventory standards; reviews and facilitates ordering process.
- Applies desktop publishing expertise to documents communicating County Office functions, events, and programs to internal and external audiences.
- Oversees department contracts for services, including, but not limited to, soliciting the bid, selecting of contract, ensuring proper invoicing of and monitoring usage.
- Prepares various reports, calendars, meeting agendas, and minutes on behalf of the Deputy/Assistant Superintendent or Chief Technology Officer.
- Provide training to division/department staff on new procedures or software.
- Collaborates with other departments and works closely with staff in similar positions to help coordinate and align procedures.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Construction practices as it relates to OSHA, DSA, OPSC, etc.
- Laws, principles, practices, methods, and strategies applicable to emergency preparedness.
- Emergency operations and planned development.
- Inter-agency relationships and effective ways of program coordination.
- Education issues, organizations, and operations.
- Federal and State laws, policies, procedures, and practices governing primary and secondary educational programs.
- Methods of communication between agencies served by the County Office of Education on a countywide, regional, and statewide basis.
- Merit system and bargaining unit agreements.
- Standard human resources, fiscal, and accounting practices and procedures.
- Effective organization and communication strategies.
- Effective supervisory methods and techniques.
- Principles of budget development preparation and control.
- Purchasing and standard accounting methods and practices.
- Inventory and work order management.

- Public contracting and reporting.
- Basic office methods, practices, and procedures.
- Standard English usage, spelling, grammar, and punctuation.
- Standard office machines, including computers.
- Various software programs, including Word, ESCAPE, Excel, and Google Docs.
- Techniques for planning, editing, and designing newsletters, brochures, and other publications.
- Methods, techniques, and graphic design principles using various software, including desktop publishing.
- Written and oral communications, including language mechanics, syntax, and English composition.
- Safe work best practices, industrial safety, staff training, development and compliance requirements.

Ability to:

- Comprehend, interpret, and apply laws, rules, regulations, policies, and procedures pertaining to programs, services, and contact regulations.
- Understand the organization and operation of the County Office and of outside agencies as necessary to assume assigned responsibilities.
- Establish and maintain liaisons with universities, school districts, county service agencies, state agencies, and other partners and consultants.
- Research, acquire, and evaluate appropriate data for effective problem-solving and/or decision-making.
- Analyze situations carefully and adopt appropriate, effective courses of action.
- Establish and maintain cooperative and effective working relationships with those contacted during the performance of job duties.
- Use discretion and maintain confidentiality as appropriate when communicating with others.
- Respond promptly to requests from internal and external clients; provide needed information, assistance, training, materials, and resources.
- Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established Superintendent timelines, including maintaining accurate records and files.
- Work independently in various situations; work on several major projects simultaneously and follow through on tasks with minimal supervision.
- Analyze problems and evaluate alternate solutions leading to a recommended resolution.
- Coordinate assigned projects with County Office departments, districts, schools, community and other agencies, consultants, and County Offices.
- Develop and maintain positive and cooperative working relationships, including having the ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- Utilize technology effectively.
- May select, train, direct, supervise, and formally evaluate staff.
- Organize, direct, coordinate, and manage various administrative projects and programs.
- Implement and administer special projects.
- Communicate effectively in a professional manner, both orally and in writing.
- Maintain an orderly work environment and perform tasks in a prescribed and safe manner.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change; demonstrate initiative.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities qualifies. A typical way to obtain the knowledge and skills would be:

Education:

- Demonstrated completion of at least a two (2) year college program which resulted in an Associate's Degree or equivalent, with an emphasis in public administration or a closely related field.
- Bachelor's Degree from an accredited college or university is preferred.
- Additional equivalent experience may be substituted for college education year for year.

Experience:

- Three (3) years of experience in a public or private agency working in office management, including basic accounting, knowledge of business software, developing administrative procedures and flexibility in managing personnel.
- Knowledge of maintenance requirements and planning.
- Cal OSHA standards.
- Industrial safety and emergency operations.
- Public contracting and vendor sourcing.
- Managing supply inventories, work orders and warehouse organization.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

- Positions in this classification work indoors and sit for long periods.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier, and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color-coded, requiring the ability to distinguish among colors.
- May need to occasionally lift up to twenty (20) pounds and over twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words, and numbers to read manuals, video display screens, and other related material and to work at a computer screen frequently and throughout the day.

Other Requirements:

- Must be fingerprinted, and a satisfactory Department of Justice records check must be received by the County Office before employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.

- May be required to drive with or without students; some positions may require a current California driver's license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: November 27, 2023
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented
- Approved by: Personnel Commission