

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### FACILITIES/GROUNDS/OPERATIONS

4272 Special Assistant to the Executive

Director of Facility Management

Page 1 of 5

**JOB TITLE: SPECIAL ASSISTANT TO THE EXECUTIVE  
DIRECTOR OF FACILITY MANAGEMENT**

**REPORTS TO: Executive Director of Facility Management**

#### **NATURE AND SCOPE OF JOB:**

The Special Assistant to the Executive Director of Facility Management plays an integral role in achieving the mission and goals of Paterson Public Schools (PPS) by providing all Paterson's students with a safe and secure place to learn. Specifically, the Special Assistant will ensure that all district facility policies and protocols are effectively implemented and followed in schools and across the district. This position reports to the Executive Director of Facilities Management and will oversee the day-ta-day operations of various personnel. The Special Assistant of Facility Operations works closely with district leaders, assistant superintendents, and principals to help ensure the physical plant provides a healthy and safe environment conducive to learning. This position may also be responsible for other duties as required.

#### **QUALIFICATIONS:**

Special Assistant to the Executive Director of Facility Management shall have:

1. A College Degree (B.A./B.S) required
2. 2-3 years of professional level experience in a field related to facilities and operations planning
3. Ability to interact with all levels of staff and community leaders in utilizing written and oral communication.
4. Superb facilitation skills.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **FACILITIES/GROUNDS/OPERATIONS**

**4272 Special Assistant to the Executive**

**Director of Facility Management**

**Page 2 of 5**

9. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
14. Exceptional critical thinking and problem solving skills, including the ability to identify challenges and actively work to find solutions
15. Superb written and oral communication and facilitation skills.
16. Outstanding project management skills organizational skills and attention to detail
17. Strong interpersonal skills and the ability to build effective working relationships with school leaders, colleagues and other partners
18. Ability to make data-driven and evidence-based decisions Thorough understanding of the administrative processes of researching, planning, organizing, implementing, monitoring and evaluating for the wide variety of programs, processes, and projects related to a school district facilities function
19. Experience managing and developing staff
20. A past record of setting and achieving ambitious goals
21. Identify and implement facility related cost savings opportunities, including proactively soliciting proposals from vendors for facility related services
22. Monitor and control monthly expenses for facility related expenditures against budget

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **FACILITIES/GROUNDS/OPERATIONS**

**4272 Special Assistant to the Executive**

**Director of Facility Management**

**Page 3 of 5**

23. Demonstrated ability to manage teams to achieve outcomes and to support the development of direct reports
24. Strong computer skills including Microsoft Office Suite (Outlook, Word, Excel, Access, and PowerPoint) as well as ability to learn and utilize SchoolDude and most importantly, an intermediate knowledge of Excel and Access.
25. The ability to learn quickly in a fast-paced environment
26. A passionate belief in the mission of PPS and commitment to creating a safe and clean learning environment for all Paterson's students.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

### **EMPLOYMENT TERMS:**

The Special Assistant shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Special Assistant shall:

1. Research and operationalize best practices relative to facility sector standardization.
2. Develop school inventory plans to maintain adequate supply chain management

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **FACILITIES/GROUNDS/OPERATIONS**

**4272 Special Assistant to the Executive  
Director of Facility Management**

**Page 4 of 5**

3. Coordinate and support the sector supervisors and ensure on-going professional development
4. In collaboration with the Executive Director assist in operational functions and duties as required contractually and pursuant to regulatory statutes.
5. Ensure that both interior and exterior of PPS schools are effectively managed for all aspects of custodial and trades issues as directed.
6. Completes federal, state and local reports, ensuring timely and accurate submissions as required
7. Collects and analyzes relevant data in order to ensure best practices
8. Receives, addresses, and responds to inquiries, requests for information, grievances and public complaints related to facilities issues and/or information.
9. Attends and participates in meetings with staff and other administrative personnel to address planning and coordination of facilities issues with other departments
10. Provides direction and clarification to staff on non-routine matters.
11. Assists in strategic planning, plans short and long term priorities, goals and strategies, assists in the budget development processes, reviews and monitors development of capital bond program budgets, assesses facilities budgets for alignment with district goals, reviews and monitors administration of funds and reports findings to the Executive Director.
12. Evaluates facilities program results and prepares various reports for review by the Executive Director as directed.
13. Interacts with community organizations to enhance communication, engages support and to understand community perceptions that impact the success of the district's facilities function.
14. Provides informal and formal feedback on the work of staff. Recognizes strengths and communicate needs for improvement for individual staff members. Documents recommendations for improvement activities as needed. Assists staff in resolving issues and solving problems.

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

### **FACILITIES/GROUNDS/OPERATIONS**

**4272 Special Assistant to the Executive**

**Director of Facility Management**

**Page 5 of 5**

15. Identifies improvement needs for the program as a whole and for individual staff members. Facilitates the participation of both individuals and groups of staff in appropriate professional development programs and activities.
16. Reviews established general operating procedures for the day-to-day management of the department. Assigns responsibilities and organizes work based on needs, priorities and staff ability. Adjusts work flow and solves problems as needed. Schedules internal and external reports on annual calendar. Coordinates with other departments. Convenes work groups to address issues as they arise representing the Executive Director.
17. Establishes standards of quality and systems to achieve these standards when needed.
18. Establishes general operating standards if no district, state or federal rules and regulations exist. Continually reviews progress toward achieving quality standards.
19. Aligns resources to support the systems and infrastructure necessary to achieve quality standards. Assists in the development of a comprehensive annual operating and capital budget
20. Responsible for planning and leading improvement initiatives, managing, directing and evaluating program results as directed and reporting findings and recommendations to the Executive Director of Facilities Management.
21. The Special Assistant plays an integral role in achieving the mission and goals of the Paterson Public Schools by ensuring that all Paterson's students have a safe and secure place to learn. Specifically, the Special Assistant will assist in the daily operations and in achieving the long term goals for PPS school facilities.
22. This position will be responsible for the leadership of the district custodial facilities inventory function, including but not limited to position control, budget projections, professional development etc.
23. Ensures contract management and renewal options and compares state contracts to bid requirements.
24. The Special Assistant works closely with the Director of Field Operations, district leaders, assistant superintendents, and principals to help ensure the maintenance of the physical plant is clean, sanitary and well stocked for all district personnel and students.
25. This position may also be responsible for other duties as required and assigned.

# JOB DESCRIPTION

## PATERSON BOARD OF EDUCATION

### FACILITIES/GROUNDS/OPERATIONS

4272 Special Assistant to the Executive

Director of Facility Management

Page 6 of 5

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

# JOB DESCRIPTION

## **PATERSON BOARD OF EDUCATION**

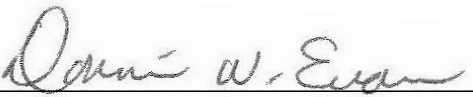
### **FACILITIES/GROUNDS/OPERATIONS**

**4272 Special Assistant to the Executive  
Director of Facility Management**

**Page 7 of 5**

#### **EVALUATION:**

The Executive Director of Facility Management or designee shall evaluate the Special Assistant to the Executive Director of Facility Management in accordance with Policy No. 4272, Regulation No. 4272, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

1-3-2015  
Date