

JOB DESCRIPTION

PATERSON BOARD OF EDUCATION

BUSINESS OFFICE
4532 Director of Facilities Operations
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JOB TITLE: Director of Facilities Operations
REPORTS TO: Executive Director of Facilities
SUPERVISES: Staff as assigned

NATURE AND SCOPE OF JOB:

The Director of Facilities Operations plays a key role in assisting the Executive Director of Facilities with establishing and controlling budgets, developing and managing contracts, improving operational processes, identifying and eliminating inefficiencies, waste and potential fraud and supervises the Facilities Department staff in carrying out the goals of the department in an effective and efficient manner. If operation has corrective action plan from prior year's audit, assists management team in executing plan and improving the area's audit status.

QUALIFICATIONS:

The Director of Facilities Operations shall:

1. Hold at least a Bachelor's Degree in Accounting, or Finance from an accredited college or university.
2. Have knowledge of school district accounting and financial planning.
3. Have a minimum of five (5) years of management experience.
4. Have excellent integrity; demonstrate good moral character, sound judgment and ability to maintain confidentiality of information and assignments.
5. Exhibit positive professional and interpersonal skills to relate well with administration, management, employees, staff, students, parents and the community.
6. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position.
7. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
8. 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.
9. 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

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statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

10. 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.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Hold a valid driver's license with no serious violations.
13. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATIONS OF COMPETENCY:

1. Management observation and evaluation of performance.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript

EMPLOYMENT TERMS:

The Director of Facilities Operations shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Facilities Operations shall:

1. Work at the direction of the Executive Director of Facilities on assignments based on the district's needs for fiscal, maintenance, and audit compliance. Assignments include but are not limited to facilities procurement, and maintenance.
2. Evaluate organizational, operational and financial controls for assigned area. Work with the Executive Director of Facilities in establishing processes and procedures to improve the functional and cost effectiveness and efficiency of the assigned area and document same. Review and report on inventory controls and material requisition practices and procedures where appropriate.
3. Review the organizations' purchasing practices (contracts, bids, quotes, etc.) to ensure that they are designed to avoid extra charges after the fact and that they are managed to improve cost and operational efficiency and avoid fraud.
 - Provide assistance and guidance to Facilities staff to ensure that requests to process requisitions are consistent with bids, state contracts, quotes, Purchasing laws, regulations, and district policy and procedures.
 - Contact vendors to obtain quotes for services and goods.
 - Review all requisitions for proper budget classification and information prior to releasing them for approval.
 - Approve payment packets for submission to Accounts Payable for posting. On a sample basis, check supporting documentation i.e. invoice for accurate and complete description, pricing and comparison to purchase order, signed voucher and receiver.
 - Meet with new vendors to discuss the purchase order process, confirming orders, invoicing and payment process.
 - Communicate with vendors to resolve billing inquiries and related questions/issues.
 - Participate in committees to evaluate and select vendors for goods and services.
4. Work with The Executive Director of Facilities in planning detailed budgets that meet the needs of the district and are understandable to those unfamiliar with the organization's operations.

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5. Ensure that submissions are valid, timely and consistent with New Jersey Department of Education budget guidelines.
6. Review the organizations' staffing patterns and requirements for cost and operational efficiency and make recommendations to improve same. Assist in designing, revising, and improving organizational processes and procedures.
7. Compile and prepare various internal financial reports or statistical compilations for district management purposes and external accountants. Identify any area of weakness or deficiency that you observe or that is brought to your attention and include recommendations for correction.
 - Maintain excel spreadsheet to monitor spending on (T&M) bid and quoted vendors to ensure spending does not exceed approved limits.
 - Assist the Executive Director of Facilities in compiling information to prepare the annual Comprehensive Maintenance Plan.
 - Perform year end closing procedures i.e. closing purchase orders and purchase order rollovers.
 - Work with Accounting Department and Central Stores to ensure that capital expenditures are input to the Fixed Assets module.
8. Apply and adhere to New Jersey laws and regulations for school districts.
9. Display the highest ethical, professional and confidential behavior in working with students, parents, school personnel, and outside agencies.
10. Participate in appropriate in-service and workshop programs and attend any required meetings.
11. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
12. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.
13. Prepare annual leased property budget based on terms of leases.
 - Prepare requisitions for monthly lease payments to landlords.
 - Prepare requisitions for payment of all other obligations under the lease terms and conditions i.e. real estate taxes, heat, electric, water, sewer, snow removal, parking, garbage pick-up and monitor spending under same.

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- Prepare payment packets on a monthly basis to pay landlords for above referenced obligations. Ensure that there is a proper invoice, and signed voucher.
- Communicate with landlords as necessary.
- Attends various high level meetings in conjunction with or representing the Executive Director of Facilities as directed

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, walk and climb stairs as necessary and/or 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.


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EVALUATION:

The Executive Director of Facilities shall evaluate the Director of Facilities Operations in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.


Approved

1-2-2013
Date