

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Director of Operational Services

Reports to: Assistant Superintendent

Classification: Classified Management

FLSA: Exempt

Range: Classified Management Salary
Schedule

EDUCATION AND EXPERIENCE

Any combination equivalent to: advanced degree in business administration, engineering, project management, or related field and seven years increasingly responsible management experience in one or more of the areas managed. Two years school business related experience may substitute for each year of undergraduate work.

Licenses and other Requirements:

Valid California driver's license. Clear DMV printout.

SUMMARY

Under the direction of the Chief Business Officer, plan, organize, control and direct the District's Operational Services including Maintenance, Transportation, Custodial Services, Grounds Services, Facilities Planning, Finance, and Construction. Attend Board meetings.

SPECIFIC RESPONSIBILITIES

1. Plan, organize, control and direct a variety of programs, projects and activities related to operations services including maintenance, transportation, custodial services, grounds, facility planning, construction and financing.
2. Provide technical expertise regarding assigned functions, formulate and develop policies and procedures, review and evaluate services and make necessary adjustments.
3. Develop and implement long and short-term plans and activities including recommended prioritization of resources.
4. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files, assure accuracy of federal and state reporting regarding operational services.
5. Attend or chair a variety of meetings, represent the District in collaborative/partnership/task forces with the City, County, other school districts, business/industry, and law enforcement agencies as assigned by the Superintendent, Assistant Superintendent or Chief Business Officer.
6. Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information and to assure effective services.
7. Supervise and evaluate the performance of assigned subordinates, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions, plan, coordinate and arrange for appropriate training of subordinates.
8. Develop and prepare annual budget for Operational Services Departments, analyze and review budgetary and financial data, monitor and authorize expenditures in accordance with established guidelines.
9. Monitor and review existing and proposed laws and regulations affecting operational services.

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10. Develop revenue through all known and developed sources for all operational services departments.
11. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal qualifications recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment, maintain confidentiality and ability to work cooperatively with others.

Knowledge of:

- Planning, organization and direction of operation services, including maintenance, transportation, custodial services, grounds, facilities planning, construction and finance.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Principals and practices of demographics analysis, enrollment forecasting, attendance boundary administration.
- Applicable laws, codes, regulations, policies and procedures.
- Public contract code and Vehicle codes.
- Construction management techniques.
- Sound facility management practices.

Ability to:

- Plan, organize and direct a variety of services comprising Operational Services.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Maintain current knowledge of technological advances in the field.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.

PHYSICAL ABILITIES

Office environment, driving a vehicle to conduct work, constant interruptions.

Sitting or standing for extended periods of time, hearing and speaking to exchange information and make presentations, reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Contact with dissatisfied or abusive individuals.