



**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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### **SUMMARY OF POSITION:**

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

### **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 school district operations or a large-scale organization in a business-related position.

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

Three years' experience in a senior leadership capacity involving school district or county office administration including facilities planning, facilities maintenance, operations, risk management, and purchasing. Knowledge of rules and regulations affecting school district and county office business activities; purchasing procedures, sources of supply, materials, and equipment used by local educational agencies; legal aspects of public agency bidding; and laws and regulations pertaining to employee safety and Worker's Compensation. Proven ability to manage large teams, complex projects, and multiple priorities in a collaborative environment.

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

Knowledge of:

- assigned software
- program evaluation and data collection
- federal and state laws, California Education Code, and rules and regulation affecting school district and county office business and facilities activities, such as 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.
- department policies and procedures related to program area

Ability to:

- operate a computer
- be flexible based on program needs
- supervise, lead, and evaluate staff
- interpret and apply laws, policies, rules, and regulations
- create and follow policies and procedures
- delegate and hold accountable those responsible for carrying out policies and procedures
- manage and oversee budgets
- estimate costs of maintenance and minor construction work
- carry out significant county office functions with minimal direction, accurately and within scheduled deadlines

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- 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

### **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.

### **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 provide supervision of the fiscal functions including monitoring expenditures and identifying cost-saving opportunities.
14. Develop and implement operational policies, procedures, and best practices to enhance efficiency, compliance, and service delivery.
15. Manage major projects, including construction, modernization, and the other SJCOE operational initiatives, ensuring they are completed on time and within budget. Ensure the inspection of 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.
16. Oversee risk management and insurance programs, ensuring proper coverage and mitigation of operational risks.
17. Review and approve SJCOE deferred maintenance program. Evaluate and recommend operational systems, and tools to improve efficiency, sustainability, and cost-effectiveness.
18. Supervise and coordinate the building security program.
19. Review and approve purchase orders and contract agreements.
20. Assemble and award bids, subject to review by the Deputy or Assistant Superintendent of Business Services.
21. Coordinate hazardous materials management program and serve as a resource to school districts.
22. Administer compliance with all federal, state, and local laws and regulations pertaining to employee safety and hazards in the workplace.
23. Oversee the County Vehicle Fleet Program and driving authorization process.
24. Collaborate with the Superintendent and Cabinet to create long-term operational plans and capital improvement strategies.
25. All other duties as assigned.

### **ESSENTIAL LEADERSHIP QUALITIES:**

1. Is committed to continuous personal and professional development. Values and promotes educational and professional learning opportunities for others.
2. Embraces challenges, learns from feedback, and encourages innovative thinking and risk-taking. Advocates for continuous improvement in processes, products, and services.
3. Inspires others. Leads with empathy and understanding, recognizes the human aspect of leadership, and actively seeks, recognizes, and incorporates diverse perspectives.

4. Commits to the highest personal and professional standards for oneself and others, ensuring accountability at all levels.
5. Actively listens to the needs and concerns of others, engages with genuine curiosity. Effectively guides discussions and group activities, ensuring productive outcomes. Actively works to empower others. Maintains confidentiality.
6. Communicates openly, effectively, and honestly both orally and in writing, fostering trust and motivation toward common goals. Ensures clear, precise, timely communication, particularly in goals, expectations, and feedback.
7. Analyzes situations accurately. Implements strategies that achieve goals, aligning team efforts with organizational values.
8. Builds a strong team culture, working effectively across departments to foster teamwork and mutual success.
9. Skillfully navigates change with confidence and composure.
10. Shows willingness to admit mistakes, share challenges faced and consistently demonstrates strong ethical values.
11. The ability to see that multiple perspectives and alternatives can coexist harmoniously rather than in conflict with one another. The ability to seek and explore a third alternative in which multiple perspectives come together.

**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.