

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: ASSISTANT SUPERINTENDENT/ADMINISTRATIVE SERVICES

Classification:	Management	Work Year:	225 Days
Division:	Administrative Services	Board Approval:	03/20/2014
Reports To:	Superintendent		
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

To plan, organize and direct the District's Administrative Services including:

- The functions of the Human Resources Department
- The functions of the Facilities, Maintenance, Operations, and Transportation Department
- The functions of the Technology Department

REPRESENTATIVE DUTIES:

HUMAN RESOURCES

- Advise the Superintendent on all human resources matters.
- Serve as chief negotiator for the district in negotiations for all non supervision and management employee groups and organizations.
- Develop short and long-range plans for increasing department efficiency.
- Develop, implement and revise District HR procedures to maintain smooth and efficient delivery of services in compliance with laws, policies and regulations.
- Supervise a variety of projects affecting District-wide personnel, programs and activities.
- Work closely with department heads, program managers, and principals in projecting enrollments and determining staffing ratios and allocations.
- Develop and prepare annual budget for the Human Resources Department; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Direct preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Review, develop, recommend, and communicate district policies.
- Administer the recruitment and selection, assignment and reclassification process and procedures for all employees.
- Recommend the employment and termination for both certificated and non-certificated employees.
- Review, monitor and administer labor relations.
- Coordinate and manage Inter/Intra District enrollments
- Coordinate and manage Middle School Athletic Programs
- Implement and support the District goals and objectives.

EMPLOYEE RELATIONS

- Plan, develop, direct, manage and administer procedures and practices for the District's negotiations process.
- Manage the District's employee contracts and related employee/employer relations.
- Serve as the case manager for employee/employer issues.
- Interpret policies and procedures and union contracts; mediate disputes as necessary.
- Provide information to employees regarding their rights, classification, benefits, requirements, retirement, compensation and other related items.
- Maintain continuing communications with employee groups.

FACILITIES/MAINTENANCE AND OPERATIONS

- Research the qualifications of facility-related consultants and participate in a District process for selecting the successful individual and/or groups.
- Develop and implement the District Facilities Master Plan process.
- Facilitate the Citizen's Oversight Committee under general obligation bond requirements or other such committees.
- Supervise the Facilities/Maintenance and Operations Department including funding matters, new facilities construction and fiscal reporting, and the maintenance and operations program.
- Administer the facility development programs including quantifying financial need, determining and developing demographic data, supervising work of architects and other consultants, and administering the Office of Public School Construction (OPSC) process.
- Administer the building and grounds maintenance programs, providing technical assistance and coordinating major purchases as necessary.
- Establish and/or maintain procedures and direct activities necessary to ensure District compliance with all hazardous materials management programs such as asbestos, fuel tanks, PCB's, MSDS, etc.
- Implement and maintain the District's Crisis Response Plan and serve as liaison to emergency response agencies.

TRANSPORTATION

- Monitor Transportation Department operations.
- Administer the student transportation program including fiscal matters and agreements with various agencies.

RISK MANAGEMENT

- Procure all District Insurance and Risk Management services.
- Act as the District alternate to the Joint Powers Board of the insurance and risk management joint powers authority.
- Attend, as required, meetings of the joint powers authority Executive Committee.

TECHNOLOGY

- Facilitate the procurement of MIS equipment, and management of administrative data systems.
- Review the SIS (Student Information System) budget.
- Review the Student Data Management System budget.

GENERAL

- Perform the duties of the Superintendent in the absence of the Superintendent.
- Supervise and evaluate the performance of assigned staff.
- Conduct and attend meetings, resolve ad-hoc problems, provide directives and guidance for staff, District personnel, and the public.
- Direct preparation and maintenance of a variety of narrative and statistical reports, records and files.
- Communicate with other administrators, District personnel and members of the public to coordinate activities, resolve issues, and exchange information.
- Act as liaison and spokesperson to other school districts, community groups, organizations, and legislative, county and state agencies.
- Inform media, community, and staff on District policy, achievements, and events related to areas of responsibility.
- Serve as a member of the Superintendent's Cabinet.
- Perform other duties similar to the above in scope and function as required.
- Perform other duties as assigned by the Superintendent.
- Attend Board meetings and advise as to requirements and responsibilities of the District.

EDUCATION AND EXPERIENCE:

- A Master's degree in education or public administration or related field from an accredited university or college;
- Five (5) years of teaching experience;
- Any combination equivalent to five years increasingly responsible management experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Administrative Services Credential
- Valid California driver's license

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, techniques, and procedures of business administration including public school budgeting and financial control;
- Spreadsheet, word processing, and other data processing applications;
- General and governmental accounting;
- Facility development funding alternatives;
- Facility development processes and other State Lease/Purchase Programs;
- Budget preparation and control;
- Oral and written communication skills;
- Principles and practices of management;
- Applicable laws, codes, regulations, policies and procedures;
- District organization, operations, policies and objectives;
- Modern office management and procedures;
- Planning, organization and direction of the functions of Human Resources, Labor Relations/Negotiations, and Legal Services;
- Compensation practices;
- Personnel procedures and practices;
- Interview and selection techniques and methods;
- Credentialing laws;
- Legal procedures, terminology, and negotiation processes.

ABILITY TO:

- Maintain effective budgeting and financial control;
- Interpret and apply the provisions of laws and rules concerning business services policy;
- Analyze data and arrive at sound conclusions and recommendations;
- Operate and use district business systems and equipment;
- Make decisions on administrative services issues, explain procedures and handle complaints;
- Coordinate the completion of a number of tasks simultaneously in order to meet internal and external deadlines;
- Develop, interpret and monitor division and program budgets and evaluate and compare costs associated with the delivery of services;
- Establish and maintain effective working relationships with the staff and the public;
- Communicate effectively both orally and in writing;
- Implement management strategies based on evaluation data;
- Exercise judgment and discretion in interpreting and applying policies and procedures;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Provide technical information and assistance to others concerning employment policies and personnel transactions;
- Manage labor contracts and labor relations.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment

PHYSICAL ABILITIES:

- Light physical effort
- Normally located in a work environment with light physical qualifications and requirements
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs