Under administrative direction to plan, direct, manage and oversee the activities and operations of the Business Services Division including information technology systems and infrastructure, capital construction, maintenance operations, and custodial operations; to coordinate assigned activities with other District departments, divisions, schools, and outside agencies; and to provide highly responsible and complex administrative support to the Associate Superintendent for Facilities and Technology and the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Important and essential duties may include, but are not limited to, the following:

- Provide assistance to the Superintendent; serve as a member of the Superintendent’s Cabinet; prepare and present reports, analysis, guidance, recommendations, and other correspondence.

- Assume management responsibility for Business Division facilities and maintenance services and activities including information technology systems and infrastructure, capital construction, maintenance operations, and custodial operations.

- Manage the development and implementation of Business Division facilities and maintenance services goals, objectives, policies, practices and priorities for each of the assigned service areas; establish within District policy appropriate service and staffing levels; allocate resources accordingly. Meet with staff and stakeholders to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods, procedures, and results.

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; facilitate the development of improvements, and direct the implementation of changes.

- Coordinate and represent the Business Services Division with other District departments, divisions, schools, elected officials and outside agencies; explain and interpret District and Division programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues, especially those of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES continued

- Select, train, motivate, and evaluate Business Services facilities and maintenance personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and termination procedures. This work includes staff outside the Division.

- Manage and participate in the development and administration of the facilities and maintenance budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approval of expenditures; direct the preparation of and implementation of budgetary adjustments as necessary.

- Attend meetings of the Trustees; present items to the School Board; serve as a resource at School Board and Board Committee meetings.

- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Business Division facilities and maintenance programs, policies, and procedures as appropriate.

- Review pertinent legislation and ensure District compliance with rules, regulations, and laws; ensure timely and accurate reporting of data to Federal and State authorities; develop recommendations of changes needed in rule, regulation, and statute.

- Coordinate district-wide planning, scheduling, and implementation for facilities construction and maintenance projects and custodial operations. Coordinate, monitor and adjust plans and schedules to align with current conditions.

- Coordinate information technology system and infrastructure projects for the District.

- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of information technology systems, technology infrastructure, capital construction, maintenance operations, and custodial operations.

- Perform duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive facilities services program and a comprehensive information technology services program

- Organization and management practices as applied to the analysis and evaluation of information technology programs, policies, budget, and operational needs.

- Modern and complex principles and practices of business services program development and administration.

- Current trends, research, and development in the areas of information technology, facilities management, and construction industry trends
MINIMUM QUALIFICATIONS continued

- Principles and practices of governmental budgeting, accounting, and auditing.
- Contract law, open decision making processes.
- Pertinent Federal, State, and local laws, codes and regulations. Skill in
- Operation of modern office equipment including computer equipment.
- Supervision, training, and performance evaluation.
- Analysis of information, especially related to the Division.
- Provide administrative and professional leadership and direction for the Facilities and Technology Division.
- Develop, implement and administer goals, objectives and procedures for providing effective and efficient information technology services, facilities operations and custodial operations.
- Plan, organize, direct and coordinate the work of management, supervisory, professional, technical, and clerical personnel; delegate authority and responsibility.
- Identify and respond to community, Superintendent’s and School Board issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate progressive service delivery methods, procedures, and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned business services programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Travel to different sites and locations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SUPERVISORY RESPONSIBILITIES

Exercises direct supervision over management, supervisory, professional, technical and clerical staff.

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Executive Director of Business Services
EDUCATION and/or EXPERIENCE

- Master’s Degree from an accredited college or university with major course work in business administration, construction, engineering, architecture, education, information technology, or a related field, or four to ten years of equivalent experience.
- Five years of management experience in a facility operations, construction services (design or construction) or information technology services.
- Two to three years of business management and supervisory experience.
- Valid driver’s license with evidence of insurability.

LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory and factor analysis.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS

On-the-job time spent in physical activities is indicated below:

UNDER 1/3:
- Use hands to finger, handle or feel
- Reach with hands and arms
- Climb or balance
- Stoop, kneel, crouch, or crawl
- Taste or smell
PHYSICAL DEMANDS continued

1/3 TO 2/3:
  - Stand
  - Walk
  - Sit
  - Talk or hear

OVER 2/3:
  - None

REQUIRED MOVEMENTS

On-the-job time spent in physical activities is indicated below:

FREQUENTLY:
  - None

OCCASIONALLY:
  - Bend
  - Reach
  - Squat
  - Kneel – duration at one time of five to 30 minutes
  - Climb on step ladder
  - Push or pull less than 50 pounds
  - Twist body part above waist
  - Rotate body part above waist
  - Crawl a distance of two to five feet

WEIGHT LIFTING REQUIREMENTS

Weight lift requirements are indicated below:

UNDER 1/3:
  - Up to 25 pounds
  - Up to 50 pounds

1/3 TO 2/3:
  - Up to ten pounds

OVER 2/3:
  - None
VISION REQUIREMENTS

Vision requirements are indicated below:
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three dimensional vision, ability to judge distances and spatial)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

WORK ENVIRONMENT

Typical noise levels for this work environment are:
- Moderate noise (examples are business office with computers and printers, light traffic) with occasional loud noise exposure if on a construction site

Hearing Demands (including ability to discriminate verbal commands and environmental safety sounds) for this position are:
- Ability to hear well enough to work where severe hearing impairment is not a handicap (e.g. able to hear warning noises with or without a hearing aid, able to be in contact with co-workers and receive and transmit information. Able to hear verbal instructions, etc.)

Amount of time will be exposed to following environmental conditions:

NONE:
- Work with explosive
- Risk of radiation

UNDER 1/3:
- Wet or humid conditions
- Work near moving mechanical parts
- Work in high precarious places
- Fumes or airborne particles
- Toxic or caustic chemicals
WORK ENVIRONMENT continued

- Outdoor weather conditions
- Extreme cold (non-weather related)
- Extreme heat (non-weather related)
- Risk or electrical shock
- Vibration

I have read and understand the scope of this job and hold the minimum requirements:

Employee Name (please print): __________________________________________________

Employee Signature: ___________________________  Date: _________________________