

DIRECTOR OF DISTRICT SUPPORT OPERATIONS

Code No.: 3-18-140
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a support operations administrative position responsible for management and coordination of a wide variety of operational, non-instructional affairs in a school district which may include, but not be limited to, areas such as facilities, food service, transportation and community programs. Duties involve supervising operational divisions through the directors to achieve and improve economy and efficiency. Duties are performed in accordance with established policies and procedures with leeway allowed for the exercise of independent judgment. The employee reports directly to, and works under the general supervision of, an Assistant Superintendent for Business, Superintendent of Schools or other higher-level staff member. General supervision is exercised over operational division managers. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Establishes and prioritizes support operational divisions' goals and objectives;

Oversees the development of budgets and expenditure of funds throughout the year;

Advises the Superintendent of Schools and board of education of matters of significance, financial or otherwise, within operational divisions;

Creates a variety of comprehensive narrative and statistical reports, financial, operational and otherwise, on district operations for school boards, the Superintendent of Schools and state and federal agencies;

Leads special projects including, but not limited to, on-going management of records retention, board of education policies and procedures, and bidding processes for services;

Administers with division managers provisions of union contracts, participates in negotiations, and collects and processes data in response to union grievances;

Provides financial and other data to a negotiator, negotiating team, fact finder, mediator or arbitrator, before, during or after contract negotiation;

Prepares and delivers to instructional and non-instructional employee organization representatives data authorized by the board for use in contract negotiations and administration;

Directs studies of financial transactions to prepare cost analysis reports;

Determines needs for formal bidding and ensures conformance with specifications and the timely ordering and delivery of goods and services;

Establishes procedures for distribution control of equipment and supplies;

Directs district facilities operations including maintenance, security, safety activities and a preventive maintenance program;

Works on district capital projects in coordination with administrative staff;

Coordinates reporting functions of food service and other programs through the establishment of a system of controls to ensure compliance with federal, state and school board requirements;

Acts as medicaid compliance officer and/or the district office emergency plan coordinator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of support services administration for a public school system including areas such as budgeting, purchasing, transportation, food services, buildings and grounds, materials management, labor relations practices, and Civil Service laws and rules; thorough knowledge of effective techniques when solving operational management problems; good knowledge of appropriate management and supervisory techniques; ability to direct and manage several organizational divisions; ability to manage projects in a timely manner and within budgetary constraints; ability to identify and anticipate financial and operational problems and needs and develop solutions; ability to readily acquire familiarity with related laws, regulations and policies; ability to facilitate committees and meetings and make oral presentations; ability to establish and maintain effective working relationships; ability to develop and implement goals and objectives; ability to utilize related computer software; ability to identify and set priorities; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus graduation from a regionally accredited or New York State registered college or university with a Bachelor's or Master's degree in Public Administration, Business Administration, Educational Administration, Educational Leadership Administration, Legal Studies/Law or a closely related field plus five (5) years paid full-time or its part-time equivalent experience in educational administration, labor relations, or in an educational setting managing a non-instructional, operational division such as food services, transportation or facility operations, two (2) years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: November 9, 2017