

ASSISTANT DIRECTOR OF DISTRICT SUPPORT OPERATIONS

Code No.: 920200
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a support operations and technical position responsible for planning, implementing, and overseeing centralized support functions and managing a wide variety of operational and non-instructional affairs in a school district. Duties involve performing functional duties in areas such as procurement, asset and inventory management, food services, contract development and management, and community programs. 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, the Director of District Support Operations or other higher level staff member. General supervision is exercised over operational division managers such as Cook Manager, Supervising Stock Clerk and Cafeteria Manager. 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 while assisting the Director of District Support Operations;

Manages and monitors budgeting and business services and expenditures of funds throughout the year;

Advises the Director of District Support Operations on matters of significance, financial or otherwise, within operational divisions;

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

Establishes a calendar of purchasing activities to ensure the timely ordering and delivery of goods and services;

Determines needs for formal bidding and ensures conformance with bid specifications;

Manages the receipt, storage, distribution and disposition of equipment and supplies;

Maintains internal security measures to safeguard and account for equipment, supplies, commodities and records as they pass into and out of warehouses;

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

Oversees the daily activities of staff of a central cafeteria/kitchen;

Provides management with direction and control of business administration, fiscal and support service activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of support services administration for a public school system including areas such as budgeting, purchasing, food services, and labor relations practices; good knowledge of effective techniques when solving operational management problems; good knowledge of appropriate management and supervisory techniques; ability to oversee 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 establish and maintain effective working relationships; ability to 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 EITHER:

- (A) 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 three (3) years paid full-time or its part-time equivalent professional* experience in labor relations, educational administration, or in an educational setting performing purchasing activities, food service management or facility management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the above fields plus five (5) years paid full-time or its part-time equivalent professional* experience in labor relations, educational administration, or in an educational setting performing purchasing activities, food service management or facility management; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent professional* experience in labor relations, educational administration, or in an educational setting performing purchasing activities, food service management or facility management; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*Professional experience, for the purposes of these minimum qualifications, does not include clerical, secretarial, labor or other similar or support type work.

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.

Monroe County Civil Service Commission

ADOPTED: August 6, 2020