

DIRECTOR OF SUPPORT SERVICES

Code No. 3-18-326

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a school district responsible for directing the overall administration of support services and human resources. Responsibilities include transportation, buildings and grounds, food services, materials management, human resource management, labor relations and benefits. The employee reports directly to, and works under the general supervision of, the District Superintendent or other higher-level staff member. General supervision is exercised over department managers. Does related work as required.

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

Administers all activities in the Support Services Department including transportation, buildings and grounds, food services and materials management, as well as human resources, labor relations and benefits;

Establishes and prioritizes departmental goals and objectives;

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

Ensures the appropriate supervision, hiring, compensation, and benefits of all departmental employees;

Provides direct supervision, including performance evaluation of several department managers;

Advises the Superintendent of Schools and the Board of Education regarding matters of importance within the Support Services Department and Human Resources;

Prepares comprehensive written and statistical reports;

Makes oral presentations to the Board of Education and various community groups.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of support services administration and human resource management for a public school system including budgeting, personnel practices, purchasing, transportation, food services, buildings and grounds, materials management, labor relations practices, benefits, New York State teacher/administrative/teaching assistant certification, and Civil Service laws and rules; good knowledge of management and supervisory techniques for a large agency; ability to supervise subordinates effectively; organizational ability; ability to direct and manage several organizational departments; ability to communicate effectively both orally and in writing; ability to make oral presentations and speak before groups; ability to establish and maintain effective working relationships; ability to develop and implement department goals and objectives; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus EITHER:

- (A) Six (6) years paid full-time or its part-time equivalent professional* experience in public administration, school district administration, or business administration, three (3) years of which must have involved management* responsibilities; OR,
- (B) Graduation from a regionally accredited or New York State college or university with a Master's degree plus four (4) years of experience as defined in (A), three (3) years of which must have involved management* responsibilities; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*Professional experience, for the purpose of these minimum qualifications, does not include clerical or secretarial duties.

**Management experience, for the purpose of these minimum qualifications, must include staff supervisory responsibilities AND accountability for the operations and activities of a department or operating unit.

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 job.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 13, 1993

REVISED: December 11, 2007