

School District of Santa Rosa County
Job Description
Assistant Superintendent for Administrative Services

Reports To: Superintendent
FLSA Status: Exempt
Department: Human Resources
Prepared by: Human Resources
Date: March 13, 2014
Job Code: 11010

Primary Duties and Responsibilities (Essential Functions):

- Serve as a member of the Superintendent's Leadership Team
- Assist in the preparation and administration of the District and divisional budget
- Design, develop and implement a comprehensive program of communication, internal and external, regarding areas of responsibility
- Coordinate the development and implementation of the master plan or capital improvements
- Take action to ensure District compliance with applicable codes, rules, and statutes
- Develop appropriate Board agenda items pertaining to areas of responsibility
- Perform the annual evaluation of all assigned staff
- Develop and deliver, with the assistance of staff development, appropriate and current training for all assigned staff
- Keep personally abreast of new developments in facility design, operation of systems, and maintenance techniques to ensure maximum efficiency from operational expenditures
- Maintain effective relations with patrons, employees, and the general public
- Direct the development of the District long-range capital improvement plan and funding alternatives
- Develop both short and long-rang plan maintenance plans
- Serve as the liaison between the School District and the Emergency Operations Center in times of crisis and emergency
- Oversee the selection of design and construction professionals
- Monitor and evaluate the planning and completion of capital improvement projects
- Coordinate activities of the division with schools and other divisions
- Assess and identify training needs of personnel in assigned areas
- Facilitate close communication between the maintenance and facilities functions to ensure cost efficiency
- Oversee the selection and acquisition of school sites and major equipment/vehicle purchases
- Ensure that both capital and major maintenance projects are coordinated with appropriate regulatory agencies
- Oversee the Building Maintenance Department
- Oversee the Custodial Department
- Oversee the School Food Services Department and functions
- Oversee the Transportation Department
- Oversee the Departments involved with Purchasing and Property Control
- Perform other incidental tasks consistent with the goals and objectives of this position

Supervision Received:

- Superintendent of Schools

Supervision Exercised:

- Director of Purchasing/Contracts Manager
- Food Services Manager
- Custodial Services Manager
- Departments of Purchasing, and Warehouse and Property Control
- Director of Transportation
- Appropriate Office Staff

Minimum Qualifications & Skills Required:

- Master's Degree or higher from an accredited educational institution
- Minimum of ten years' experience in public school education, five of which must have been in administration and/or supervision
- Five years of experience in facilities management, including experience in purchasing

Preferred Qualifications & Skills:

- Currently licensed, with a minimum of five (5) years' experience, by the State of Florida Department of Business and Professional Regulations as a Standard Building Code Administrator
- Currently hold a valid State of Florida certificate as a Fire Inspector

Physical Demands:

- Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force as needed to move objects. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- Approved Compensation Plan
- Administrative Salary schedule
- 12 Number of Months
- 8 Hours per Day

Job Benefits:

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid sick leave and personal leave
- Generous paid holidays

Conclusion:

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.

- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.