

VISTA UNIFIED SCHOOL DISTRICT

EXECUTIVE DIRECTOR OF FACILITIES AND OPERATIONS

Purpose Statement

The purpose of an Executive Director of Facilities and Operations is to ensure efficient and cost-effective departmental operations, oversight, and administration of Maintenance, Operations, Grounds, Facilities, Transportation, and Information Technology; provide information and serve as a resource to others; achieve defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serve as a member of the leadership team.

This job reports to the Assistant Superintendent of Business Services.

Essential Functions

- Oversees operations, the maintenance of services, and the implementation of new programs and/or processes in Maintenance, Operations, Grounds, Facilities, Transportation, and Information Technology for the purpose of providing services within established timeframes and in compliance with related requirements.
- Coordinates services in the supervised departments for the purpose of ensuring economy, safety, effective communication, efficient use of equipment and supplies, and appropriate appearance of buildings, grounds, and vehicles.
- Advises and provides information, analysis, and recommendations to the Assistant Superintendent of Business Services for the purpose of ensuring congruence between District priorities and services from supervised departments.
- Plans, organizes, and directs a program of inspection and review of facilities and equipment for the purpose of ensuring that sites, buildings, and facilities are safe, clean, and in good repair.
- Develops, directs, and monitors the District's short and long-range plans for facilities changes and maintenance for the purpose of recommending prioritization of resources.
- Oversees the preparation of specifications for requests for proposals, statements of qualifications, and bids for the purpose of new construction, modernization, or maintenance of facilities.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Prepares a wide variety of materials for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and providing supporting materials for requested actions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Collaborates with internal and external personnel (e.g., District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others) for the purpose of providing information and general support and implementing and maintaining services and programs.
- Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.

- Oversees the compilation of data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information, and/or responding to requests.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Presents information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: effectively planning, organizing, and directing the services of assigned departments; operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing budgets; analyzing data; applying job-related codes, regulations and laws; classifying data and/or information; facilitating meetings; adhering to safety practices.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school district organization, operations, policies, and objectives; pertinent laws, codes, policies, and/or regulations; health and safety regulations; methods of organizing, scheduling, and prioritizing workloads; personnel processes; program planning and development; business telephone etiquette; concepts of grammar, spelling and punctuation; interviewing techniques and practices; job-related codes/laws/rules/regulations/policies; keyboarding; knowledge of community resources; office equipment and technology; personnel administration practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data; accuracy and attention to detail; analyzing issues and determining appropriate course of action; displaying tact and courtesy; maintaining confidentiality; multitasking; organizing tasks; collaborating with parents, community members, and staff members; providing excellent customer service; establishing and maintaining effective working relationships with others.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's Degree in job-related area.

Equivalency: Bachelor's degree in business administration, public administration, planning, engineering, or related field and five (5) years of managing business support services in a public agency with at least two (2) years in a supervisory capacity. School district experience highly preferred.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Driver License and evidence of insurability.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Established: 04/12/16

Salary Grade

Classified Management, Range
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