

## SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Coordinator, Support Operations

### DEFINITION

Under general direction plans, organizes, manages and coordinates the functions of the Support Operations Department for the Sacramento County Office of Education; performs other related duties as assigned.

### DIRECTLY RESPONSIBLE TO

Deputy Superintendent, Administration and Student Programs

### SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Plans, organizes, manages and coordinates the functions of the Support Operations Department; develops and implements plans for maintaining and operating County Office owned or rented facilities, printing and production services, transportation operations, shipping and receiving and mailroom operations; plans, organizes, directs and controls the work flow of these units and supervises a system for the oversight of their operation; prepares reports in accordance with relevant laws, rules, and regulations; directs the review, approval and ongoing monitoring of all department activities; sets the priorities for the departments by developing and monitoring the budgets, supervising staff and evaluating program needs; provides planning and administrative services for permanent construction projects, emergency portable classroom projects, deferred maintenance projects, insurance compliance, public use of facilities, and safety and energy conservation programs; maintains a system of organizing work orders and printing and delivery systems to insure efficient services are provided to clients; develops an effective loss control program for the County Office including maintenance of the Injury Illness Prevention Program to insure workplace accidents are kept to a minimum; works with departments and managers to develop internal distribution systems which best meet program timelines, coordinates training activities for all assigned staff; responsible for County Office facility acquisition and evaluation; and performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to a Bachelor's Degree with significant experience in managing large government department operations. Experience that demonstrates the ability to perform the duties and responsibilities as described.

Knowledge of:

General construction, warehouse and printing functions; and loss control programs; principles and practices of budgeting; various capabilities, capacities and limitations of computers and related peripheral equipment in a variety of settings; employee training and supervisory techniques.

Skill and Ability to:

Prioritize, organize, schedule and coordinate a variety of activities and projects; research, identify and collect appropriate data for effective problem solving and decision making; prepare and maintain a budget and exercise proper budgetary control measures; develop measurable goals and objectives; set priorities, monitor expenditures, and evaluate projects/programs; interpret policies, administrative regulations, employee/employer contracts, state and federal laws, and accurately explain to others; communicate effectively in oral and written form in both technical and non-technical terms; plan, direct, coordinate, and supervise activities of technical and clerical staff; work independently with little direction; select, train, and supervise personnel; establish and maintain cooperative working relationships with those contacted in the course of work assignments.

Approved by the Personnel Commission 5/23/02