

SACRAMENTO COUNTY OFFICE OF EDUCATION

**CLASSIFICATION TITLE: Director II, Support Operations**

DEFINITION

Under general direction plans, organizes, supervises and coordinates the functions of the Support Operations Department, including the maintenance, repair, and modification of buildings, grounds and equipment, and the oversight of records retention; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Deputy Superintendent

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, supervises and coordinates the functions of maintaining and operating county office owned or rented facilities, printing and production services, transportation operations, shipping and receiving, and mailroom operations; provides technical expertise regarding assigned functions; directs site and facility acquisition functions, manages classroom and office relocations; oversees lock and key security management; develop procedures to comply with laws and regulations; develops and implements long and short-term plans and activities; complies with state requirements regarding reporting of maintenance needs and plans including deferred maintenance plan and insurance compliance; reviews legislation to assure agency compliance with laws and procedures and make recommendations on changes; communicates with other administrators, staff, and contractors to coordinate maintenance and operation activities, resolve issues and exchange information; supervises and evaluates the performance of staff; interviews and selects employees; develops and prepares the annual budget for program; analyzes and reviews budgetary data; monitors and authorizes expenditures in accordance with established guidelines; prepares and/or reviews estimates of job costs; reviews estimates with actual costs of completed work; researches and coordinates preparation of bids, contracts, and related documents; monitors and expedites project timeline information; makes presentations as necessary regarding maintenance and operation plans, projects, and needs; attends meetings and workshops as necessary;

Prepares and maintains a variety of narrative and statistical reports, records and files; directs and reviews the establishment of records retention procedures and related filing, storage, computer and inventory functions in order to assure compliance with law, governmental regulations, and county policies and rules regarding records retention.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training and experience equivalent to a bachelor's degree in business administration, public administration, or related field, with significant supervisory experience related to managing large scale public agency operations and facilities.

Knowledge of:

General construction, maintenance, warehouse, printing, and operations functions; loss control programs; records retention requirements; building construction practices and laws governing the maintenance and repair of schools and public buildings; applicable laws, codes and regulations related to fire, safety, and maintenance operations; county office operations, policies, and objectives; applicable provisions of the California Education Code; principles of contract law, budgeting, cost analysis and accounting; principles of project scheduling and management.

Skill and Ability to:

Plan, schedule and assign a variety of activities and projects; train, supervise, and evaluate personnel; communicate effectively both orally and in writing in both technical and non-technical terms; meet schedules and timelines; develop measurable goals and objectives; interpret policies, regulations, contracts, state and federal laws, and accurately explain to others; maintain detailed records and prepare reports; operate a computer and standard software applications; establish and maintain cooperative and effective working relationships with staff and outside agencies; work independently with little direction.

7/04