

Sacramento County Office of Education Job Description
Classification Title: Director III, Business Technology, Operations, and
Facilities Development

DEFINITION

Under general direction, plans, organizes, and directs the overall operation for the following operational services: information services, payroll services, printing, purchasing, warehouse/courier services, maintenance/custodial, facility planning, construction and modernization projects, deferred maintenance projects, risk management/loss control; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Associate Superintendent, Business Services

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned.

DUTIES AND RESPONSIBILITIES

(This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Information and Payroll Services Management

Responsible for planning, organizing, assigning, and directing the management of information systems and compensation services; provides leadership for staff to implement effective processes; attends collaborative meetings for the purpose of coordinating with appropriate agencies and ensuring activities and services achieve objectives; develops procedures to comply with laws and regulations; researches or supervises research on new technology and procedures related to information systems and compensation services; develops and implements long and short-term plans and activities; communicates with administrators, staff, and vendors to coordinate activities, resolve issues, and exchange information; composes a variety of materials including reports, presentations, and correspondence; selects and provides training, supervision, and evaluation for coordinators and managers in the department; attends meetings and workshops as necessary; develops and monitors department budget and expenditures.

Facilities, Construction, and Modernization Management

Oversees and supervises the planning, organization, coordination, and implementation of the functions related to building and modernizing county office owned or rented facilities; coordinates the selection, monitoring, and supervision of services provided by facility program professionals; develops and implements long and short-term plans and activities; directs the coordination and administration of facility use agreements between the county office and other agencies; monitors building compliance with Americans with Disabilities Act (ADA) requirements; resolves issues and exchange information; prepares and/or reviews estimates of job costs; reviews estimates with actual costs of completed work; monitors and expedites project timeline information; makes presentations as necessary regarding building and modernization plans, projects, and needs.

Support Services Management

Responsible for planning, organizing, assigning, and directing the management of support services, including printing and production, procurement, courier, maintenance, and custodial services; oversees lock and key security management; communicates with administrators, staff, and vendors to coordinate activities, resolve issues, and exchange information; composes a variety of materials including reports,

presentations, and correspondence; selects and provides training, supervision, and evaluation for coordinators and managers in the department; attends meetings and workshops as necessary; develops and monitors department budget and expenditures.

Risk Management/Loss Control

Manages, plans, organizes, and directs activities related to property and liability, loss control, and the maintenance of insurance programs; coordinates and oversees response to property and liability claims; provides risk management consultation to administrators, staff, and outside agencies concerning property and liability; manages safety and accident prevention programs for identification, correction, and control of safety plans and issues; complies with requirements regarding reporting of insurance compliance. Collaborates with the Chief Administrator, Human Resources regarding Workers' Compensation, and Return to Work Program (RTW). Attends employee safety and loss control related workshops, conferences, and meetings as necessary.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience equivalent to a Bachelor's degree in computer science, management information systems, business administration, public administration, or related fields; increasingly responsible professional and supervisory experience in administering information systems, public accounting, payroll, managing large scale public agency operations and facilities, and business management; experience in the supervision of a highly technical staff.

Knowledge of

Services and responsibilities of departments supervised; laws and regulations as they apply to the organization and operation of programs; principles and methods of systems analysis, programming, and scheduling; principles and practices of school business, financial, payroll, or human resources procedures; technical aspects of school business finance; principles of contract law, budgeting, cost analysis and accounting; principles of project scheduling, management, and supervision; general construction, maintenance, and operations functions; loss control programs; building construction practices and laws governing the maintenance and repair, building and modernization of schools and public buildings; county office operations, policies, and objectives; technical writing and data presentation; applicable provisions of the California Education Code.

Skill and Ability to

Direct and manage new business, financial, or human resources related programs and systems; plan, schedule, and assign a variety of activities and projects; train, supervise, and evaluate personnel; read, interpret, and apply technical information; meet schedules and timelines; develop measurable goals and objectives; interpret, apply, and explain laws, rules, and regulations as they apply to information systems, support operations, and facilities development; prepare budgets and forecast expenditures; maintain detailed records and prepare reports; learn new software and adapt to changes in technology; analyze data and make appropriate recommendations; establish and maintain effective working relationships with outside agencies, administrators, and staff; communicate effectively in oral and written form in both technical and non-technical terms; work independently with little direction; plan, direct, coordinate, and supervise activities of supervisory, technical, and clerical staff.

Approved by Personnel Commission 6/16/20