

Sacramento County Office of Education Job Description

Classification Title: Manager, Facilities Operations

DEFINITION

Under general supervision, manages logistical support for events and custodial services across Sacramento County Office of Education (SCOE) facilities; coordinates with internal teams and external vendors regarding meeting, catering, and technology needs; performs other related duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff 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.)

- Leads logistical and technical execution of event set-up on SCOE sites and coordinates with internal and external meeting organizers and facilitators to ensure all support needs are met;
- Manages SCOE's day-to-day custodial operations and may direct activities of maintenance staff;
- Provides direct supervision of custodial team to ensure timely setup, cleanliness, and event space management;
- Acts as liaison with SCOE departments and external vendors to direct the execution of logistical requests related to meetings and events;
- Ensures all event venues are well-maintained by identifying areas requiring attention and coordinating with SCOE maintenance team to execute necessary repairs;
- Collaborates with departments to establish and implement catering protocols and ensure external vendors adhere to established guidelines;
- Manages processes related to beverage and vending services across SCOE facilities;
- Assists with the implementation, maintenance, and enforcement of SCOE's safety and security initiatives and trains staff on safety protocols;
- Participates in fixed assets inventory processes and compliance reporting;
- Selects, trains, supervises, and evaluates staff.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Any combination of education, training, and experience equivalent to a bachelor's degree;
- Experience as a supervisor in a facilities, maintenance, or operations setting required;
- Demonstrated experience supporting large-scale events in an operations setting.

Knowledge of

- Basic project management principles;
- Local, state, and federal regulations, codes, and ordinances related to fire, safety, and safe working practices;
- Cleaning materials, methods, and sanitization procedures;
- Facility operations including building use, event planning, and facility maintenance;
- Proper lifting techniques;
- General warehouse operations;
- Standard software applications including videoconferencing platforms;
- Effective methods of supervision and evaluation.

Skill and Ability to

- Communicate effectively both in oral and written form with individuals from diverse backgrounds;

- Organize logistics related to events;
- Establish and maintain cooperative working relationships;
- Effectively transmit knowledge to others;
- Interpret and apply codes, regulations, policies, and procedures;
- Work under strict deadlines;
- Manage complex schedules;
- Work independently with minimal direction;
- Prioritize, organize, and schedule work assignments and projects.

Other Characteristics

Willingness to perform duties related to events that take place on weekends and outside of typical business hours. Willingness to travel as needed to conduct work assignments and to drive or arrange for alternative transportation for such travel. Driving will require compliance with all legal requirements, including a driver's license and insurance as appropriate.

Approved by Personnel Commission on 11/18/2025