

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 625  
EXEMPT

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### EXECUTIVE DIRECTOR – FACILITIES & OPERATIONS

#### BASIC FUNCTION:

Under the general direction of the Deputy Superintendent, Business Services, supervise and coordinate the operations and activities of the Facilities & Operations Department and the Shipping & Receiving Department for the Office of the Fresno County Superintendent of Schools (FCSS); provide oversight and direction to ensure facilities are clean, safe, and functional for students and staff; plan, coordinate, and supervise the construction, maintenance and operational functions for facilities owned or used by the county office, including but not limited to, new construction, modernization, and deferred maintenance projects; maintain ongoing and current knowledge of state laws regarding school facilities; represent and advocate for the county office at the state level as assigned; analyze and prepare recommendations; supervise and evaluate the performance of assigned personnel.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Confer with administration and provide technical analysis of facility impacts and requirements of proposed programs as a part of the planning process.
- Coordinate communications and information to ensure appropriate program personnel, funding, and organization; coordinate and attend a variety of panels, meetings and counsel to discuss issues and plan department operations; conduct management, leadership and administrative team meetings.
- Develop, organize, prepare and plan the annual preliminary budget for Facilities & Operations Department, the Shipping & Receiving Department, Deferred Maintenance fund, and construction projects; analyze and review budgetary and financial data; coordinate participation in the School Facility Program administered by the State Allocation Board, grant funding needs and information; control and authorize expenditures in accordance with established limitations.
- Direct and oversee the overall planning, development, organization, operations and activities of the Shipping & Receiving Department; determine course and scope of program goals, objectives and priorities.
- Manage construction and modernization projects and provide oversight and implementation of building, and facility construction and renovation projects.
- Oversee the leasing of facilities, development of all FCSS program facility lease agreements and create memorandums of understanding relative to facility use partnerships.
- Oversee operational functions including building maintenance, facilities use, health and safety, property and liability insurance, and construction services and maintenance contracts.
- Oversee planning, site acquisition and construction of facility projects.
- Participate at the state level by representing the county office on various organizations and associations as assigned; monitor legislation affecting the assigned area of responsibility.
- Provide administrative leadership, organization, and supervision.
- Provide outreach to school districts by serving as a technical resource concerning facility and operational issues and facilitating training opportunities.
- Provide technical expertise, information, and assistance to the Deputy Superintendent, Business Services regarding assigned functions; assist in the formulation and development of policies, procedures and programs; participate in the development and interpretation of legal documents relevant to assigned program.
- Serve as a member of the Superintendent's Cabinet.

- Solicit, plan, review and monitor all construction contract and bids.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

**OTHER DUTIES:**

- Ability to work a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, and/or statewide.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Americans with Disabilities Act.
- Asbestos Hazard Emergency Response Act.
- Building systems.
- Budget preparation and control.
- California Environmental Quality Act.
- Construction project management and planning.
- Contracting and purchasing.
- Local agency plan review and coordination.
- Maintenance best practices.
- Occupational Safety and Health Administration.
- Risk management.
- State School Facility Program.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

- Theoretical and technical aspects of field of specialty.

#### **ABILITY TO:**

- Make effective presentations in large and small settings.
- Manage budgets.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with minimal direction.

#### **EDUCATION AND EXPERIENCE:**

##### **EDUCATION:**

- Bachelor's degree in Architecture, Construction Management, Planning, Accounting, or related field.

##### **EXPERIENCE:**

- Five (5) years increasingly responsible experience working in field related to assigned program, function or instructional area.

#### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

##### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.

- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 07/01/2018

Revised: 07/01/2021