

JOB DESCRIPTION

Job Title: *Director - General Services (9755)*

Job Summary:

The job of Director - General Services is done for the purpose/s of planning, directing and reviewing the activities and operations related to General Services; coordinating assigned activities with other department divisions and school districts; and providing highly responsible and complex administrative support to the county superintendent of schools.

Essential Functions:

- Chairs the Tulare County Office of Education (TCOE) safety committee for the purpose of ensuring compliance with state and federal regulations.
- Coordinates business services for districts participating in a joint powers agreement (JPA) for legal services for the purpose of providing expert legal services to districts.
- Coordinates energy and asbestos programs for school districts and TCOE for the purpose of providing safe and comfortable facilities for employees and guests.
- Coordinates inter-district attendance and expulsion appeals to the Tulare County Board of Education for the purpose of ensuring parents' and students' due process rights.
- Develops contracts with agencies for the purpose of facilitating the work of the Office.
- Develops/oversees the General Services annual budget for the purpose of ensuring that the maintenance and operations of the Office further the goals of TCOE.
- Oversees construction projects for TCOE for the purpose of ensuring that proper bidding procedures are followed per state law and managing construction projects to completion.
- Oversees the disposition of property that is declared obsolete for the purpose of ensuring compliance with state and federal laws.
- Prepares surveys, studies and other information for the purpose of informing school districts, TCOE staff, the general public and the county superintendent of schools.
- Provides administrative support to school districts for the purpose of assisting districts with reports, forms and information.
- Provides interpretation of legislation for the purpose of informing districts and serving as a liaison to county counsel.
- Researches information for the purpose of informing the school districts, TCOE staff, the general public and the county superintendent of schools.
- Secures insurance including property, liability, health, and workers' compensation insurance for the purpose of ensuring coverage for employees and property of TCOE.
- Supervises maintenance and operations for the purpose of providing safe and comfortable facilities for employees and guests of TCOE.

Skills, Knowledge and/or Abilities:

- **Skills to:**
 - Coordinate safety programs;
 - Serve as facilities and construction manager.
- **Knowledge of:**
 - Pertinent State Education Code, Administrative Code, as well as county policies and regulations;
 - Risk management, insurance and liability;
 - Principles and practices of the full scope of general services management;
 - Principles and practices of safety management;
 - Organizational and management practices as may apply to the analysis and evaluation of programs, policies and operations needs;
 - Principles and practices of bidding and construction management;
 - Principles and practices of budget preparation and administration of fiscal operations;
 - Principles of supervision, training and performance evaluation;
 - The fundamentals of school administration;
 - Laws relating to education;
 - The operations of TCOE.
- **Ability to:**
 - Work with and communicate both orally, and in writing with others;
 - Train and manage subordinates;
 - Organize, direct, and implement a comprehensive safety program in an education institution;
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
 - Use tact in a variety of situations;
 - Gain cooperation through discussion and persuasion;
 - Prepare and administer the budget for the functions of the General Services department;
 - Interpret and apply policies, procedures, rules and regulations;
 - Supervise, train, and evaluate personnel.

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; managing major organizational components; and determining the use of funds. Utilization of some resources from other work units may be required to perform the job's functions. There is an opportunity to significantly impact the Organization's services.

Experience Required:

- Job Related Experience with increasing levels of responsibility is required.
- Five years experience in public education with three years in administration.

Education Required:

- Bachelor's Degree in job related area required.

Certificates, Clearances, Licenses, Bonding and/or Testing:

- Valid California Driver's License and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response

FLSA: Exempt

March 2016

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace.

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.