

**Job Title:**                    **Assistant Superintendent – Operations**



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:**            Exempt  
**Reports to:**            Appropriate Supervisor or Designee  
**Supervises:**           Appropriate Staff as required  
**Pay Grade:**            Administrative – 2

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

## **JOB SUMMARY**

The purpose of this position is to provide leadership in developing, achieving, and maintaining the best possible support programs and the ongoing development and improvement of the operational aspects of the District.

## **ESSENTIAL JOB FUNCTIONS**

- Administers District Maintenance and Custodial, Transportation Operations, Facilities Planning, School Food Services, Information Technology, Protection Services, Warehouse and Inventory Services, and Energy Management.
- Projects the operational resource requirements of the District as it relates to school programs.
- Attends School Board meetings and prepare such reports for the Board as the Superintendent may direct.
- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups as needed.
- Assists the Superintendent in developing the administration and coordination of the District's operational programs.
- Supervises the work of program directors and managers as it relates to District operations.
- Assists in the interpretation of programs, philosophy, and policies of the District to staff, students, and the community.
- Interacts with parents, outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Serves as liaison with the Florida Department of Education for assigned areas of responsibility.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Superintendent informed of potential problems or unusual events.
- Works closely with District and school staff to support department improvement initiatives and processes.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Maintains a network of peer contacts through professional organizations.

- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master's Degree in appropriately related field.
- Seven (7) to ten (10) years of related service in facilities planning, maintenance, transportation, warehousing, food service, or information technology.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires knowledge of Florida educational systems needs as related to facilities planning, maintenance, transportation, warehousing, food service, or information technology.
- Requires the ability to display knowledge of construction, site, architectural, mechanical, and electrical engineering principles as they apply to the planning, construction, remodeling, renovation, and maintenance of school properties.
- Requires the ability to display knowledge of school board policies and professional standards of the profession.
- Requires the ability to display knowledge of educational facilities, including physical plant operations and building systems operations.
- Requires the ability to display knowledge of school transportation systems and equipment.
- Requires the ability to display knowledge of practices and techniques of inventory control, material storage, and distribution.
- Requires the ability to display knowledge of school food service operations.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to develop policies, long range plans, and allocate funds and make decisions that involve multiple priorities, limited resources, and internal and external challenges.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.
- Requires the ability to prepare and/or process purchase orders and maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget and determine the allocation of budget among departments/divisions.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use highly technical computer applications, such as GIS or CAD.

- Requires the ability to supervise employees using or repairing heavy or complex machinery and employees developing, installing, or repairing technology systems.
- Requires the ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery and technology systems.
- Requires the ability to create and guide implementation of capital improvement plans or programs and create plans for and guide implementation of major construction projects and new technology systems.

**PHYSICAL DEMANDS**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently, and/or up to 10 pounds of force constantly as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: hearing, talking, visual acuity, and walking.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unprecedented requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**