

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR FACILITIES MANAGEMENT

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- Graduation from an accredited educational institution. Master's Degree preferred.
- Course work, experience, and/or demonstrated expertise in administration, supervision and educational leadership.
- Minimum of five (5) years experience at the district level of school administration or local government.
- Experience in providing client/stakeholder support within a large, complex organization while maintaining a clear understanding of the division's mission and goals.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Florida statutes and State Board of Education rules as they pertain to assigned areas.
- Ability to communicate effectively, both orally and in writing, with diverse groups, exhibiting above average abilities in verbal and written skills.
- Ability to utilize various technologies or information systems to effectively demonstrate productivity. Ability to assess, develop, implement and evaluate programs.

REPORTS TO:

Chief Operating Officer

JOB OBJECTIVE:

To coordinate and manage defined aspects of the district's facilities.

SUPERVISES:

Facilities Services personnel, Director of Construction Services, Director of Transportation, Director of Food Service

PERFORMANCE RESPONSIBILITIES:

- Plan, implement and evaluate all aspects of the district's utilization of non-instructional facilities and properties.
- Provide the day-to-day supervision to business services including, but not limited to, Facilities, Construction, Food & Nutrition Services, and Transportation.
- Develop and coordinate environmental recycling efforts of the district.
- Manage all leases and rental agreements for non-instructional facilities in the district.
- Provide leadership in monitoring, evaluating, and modifying policies & procedures related to district facilities use.
- Maintain current contracts for all district rented, leased or shared use properties.
- Manage and guide the development of the District five-year capital plan.
- Participate in the district's long-range planning processes as they relate to areas of responsibility.
- Respond to inquiries or concerns in a timely manner.
- Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- Disseminate information and current research related to facilities management to appropriate personnel.
- Keep well informed about current trends and best practices in areas of responsibility.

EXECUTIVE DIRECTOR FACILITIES MANAGEMENT (continued)

- Maintain expertise in assigned areas to fulfill project goals and objectives.
- Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- Promote and support professional growth for self and others.
- Develop annual goals and objectives consistent with and in support of District goals and properties.
- Maintain a network of peer contacts through professional organizations.
- Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- Prepare or oversee the preparation of all required reports and maintain appropriate records.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Represent, consistently, the District in a positive and professional manner.
- Provide leadership and direction for the assigned areas of responsibility.
- Provide leadership and guidance in the development of annual goals and objectives for assigned departments or programs.
- Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- Assist in implementing the District's goals and strategic commitments.
- Serve as a member of the District Leadership Team.
- Exercise proactive leadership in promoting the vision and mission of the District.
- Provide oversight and direction for cooperative planning with other agencies.
- Set high standards and expectations for self and others.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Facilitate problem solving by individuals or groups.
- Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

