EXECUTIVE DIRECTOR FACILITIES MANAGEMENT

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

SALARY SCHEDULE: ADMINISTRATIVE – A

COST CENTER: SCHOOL BUSINESS SERVICES (9025)

QUALIFICATIONS:
(1) Graduation from an accredited educational institution. Master’s Degree preferred.
(2) Course work, experience, and/or demonstrated expertise in administration, supervision and educational leadership.
(3) Minimum of five (5) years experience at the district level of school administration or local government.
(4) 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:
Associate Superintendent/Chief Financial and Business Officer

JOB GOAL
To coordinate and manage defined aspects of the district’s facilities and other capital resources.

SUPERVISES:
Assigned personnel

PERFORMANCE RESPONSIBILITIES:
* (1) Plan, implement and evaluate all aspects of the district’s utilization of non-instructional facilities and properties.
* (2) Coordinate the use and fiscal management of all microwave towers throughout the district.
* (3) Develop and coordinate environmental recycling efforts of the district.
* (4) Manage all leases and rental agreements for non-instructional facilities in the district.
* (5) Provide leadership in monitoring, evaluating, and modifying policies & procedures related to district facilities use.
* (6) Maintain current contracts for all district rented, leased or shared use properties.
* (7) Manage property acquisition for the district in association with district long-range planning efforts.
* (8) Participate in the district’s long-range planning processes as they relate to areas of responsibility.
* (9) Respond to inquiries or concerns in a timely manner.
* (10) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
* (11) Disseminate information and current research related to facilities management to appropriate personnel.
* (12) Keep well informed about current trends and best practices in areas of responsibility.
* (13) Maintain expertise in assigned areas to fulfill project goals and objectives.
EXECUTIVE DIRECTOR FACILITIES MANAGEMENT (continued)

*(14) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
*(15) Promote and support professional growth for self and others.
*(16) Develop annual goals and objectives consistent with and in support of District goals and properties.
*(17) Maintain a network of peer contacts through professional organizations.
*(18) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
*(19) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
*(20) Prepare or oversee the preparation of all required reports and maintain appropriate records.
*(21) Serve on District, state or community councils or committees as assigned or appropriate.
*(22) Represent, consistently, the District in a positive and professional manner.
*(23) Provide leadership and direction for the assigned areas of responsibility.
*(24) Provide leadership and guidance in the development of annual goals and objectives for assigned departments or programs.
*(25) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
*(26) Assist in implementing the District’s goals and strategic commitments.
*(27) Serve as a member of the District Leadership Team.
*(28) Exercise proactive leadership in promoting the vision and mission of the District.
*(29) Provide oversight and direction for cooperative planning with other agencies.
*(30) Set high standards and expectations for self and others.
*(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
*(33) Facilitate problem solving by individuals or groups.
*(34) 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

*Essential Performance Responsibilities