

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

ASSISTANT SUPERINTENDENT, Operations

QUALIFICATIONS

- Master's Degree in Planning, Public Administration, Business Administration or a related field.
- Five (5) years experience in planning, construction, education or business administration.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Florida statutes and administrative rules, as well as, local government land development regulations and procedures.
- Knowledge of administrative computer applications as related to departmental job functions.
- Knowledge of personnel evaluation protocol and other personnel procedures.
- Ability to plan, organize and prioritize. Ability to communicate and work cooperatively with a variety of audiences.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to provide leadership to assigned personnel.
- Ability to tolerate high levels of stress.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.

SUPERVISION

REPORTS TO SUPERVISES

Superintendent
Directors, Project Managers, Supervisors, Coordinators, and other personnel in the business operations of the District

POSITION GOAL

To support the District mission in the most functional and cost-effective manner possible.

PERFORMANCE RESPONSIBILITIES

1. *Exercise proactive leadership in promoting the vision and mission of the District to ensure instructional environments align with instructional programs and expectations.
2. *Oversee the business operations of the District including Facilities Planning, Construction and Maintenance, and Transportation.
3. *Serve as the liaison to County and City Managers.
4. *Oversee the establishment and update of the operations initiatives in the District Strategic Plan, including calculating and monitoring the related key performance indicators.
5. *Utilize and share appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
6. *Maintain a high level of customer service.
7. *Identify staff development needs and coordinate providing professional development opportunities.
8. *Develop, maintain, and coordinate procedures that will ensure safe, clean, and functional facilities.
9. *Coordinate the development and administration of both short-range and long-range capital programs.
10. *Identify facility needs using demographic studies, evaluation of historical data, and curriculum plans with input and involvement of appropriate personnel.
11. *Develop the annual, financially feasible five (5) year capital improvement plan for Board review and approval.
12. *Prepare the capital outlay budget, administer distribution of funds for each project, and monitor progress of each project.
13. *Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
14. *Prepare or oversee the preparation of all required reports and maintain appropriate records.
15. *Provide leadership and direction for assigned area(s) of responsibility.
16. *Keep the Superintendent and Board informed, through appropriate channels, of potential problems or unusual events.
17. *Serve as a member of the Superintendent's Planning Team(s).
18. Perform other duties/tasks consistent with the goals and objectives of this position.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

Standard Office Equipment, Computer, Vehicles, Video/Audio Presentation Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

TERMS OF EMPLOYMENT

PAY GRADE

AO-01-A \$108,322 - \$166,162

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position 2117
Personnel Category 02
EEO-5 Line 06
Function 7200
Job Code 1481
Survey Code 74001

FLSA

Applicable
 Not applicable

Previous Board Approval

ADA Information Provided by Walt Griffin
Position Description Prepared by Walt Griffin

BOARD APPROVED

June 22, 2021
December 9, 2014
August 28, 2001
May 11, 1993