

SCHOOL DISTRICT OF ALACHUA COUNTY

DIRECTOR, EXECUTIVE -- FACILITIES

JOB DESCRIPTION

JOB CODE:	810040	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	04
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institution with major course work in architecture, or other acceptable field.
- (2) Minimum of five (5) years of progressively responsible administrative and supervisory experience, including substantial experience in physical plant administration.
- (3) Registration as an architect in the state of Florida.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida School Laws, regulations, local School Board policies and procedures. Considerable knowledge of applicable building regulatory codes, ordinances and procedures. Thorough knowledge of principles and practices of architecture, modern methods and techniques in the various trades as they relate to design, construction and maintenance of facilities. Ability to direct work of technical and professional personnel in a manner conducive to efficiency and high morale. Ability to establish and maintain effective working relationships with administrators, staff and private individuals contacted in the course of work.

REPORTS TO:

Assistant Superintendent -- Planning, Budgeting, and Systems Accountability

JOB GOAL

To administer, plan, and direct the District's Facilities Operations in an effective manner.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Plan, organize, manage and direct the development of new construction and maintenance for physical plants.
- *(2) Direct programs of facility planning consisting of coordination of construction projects from concept through completion and evaluation.
- *(3) Plan preventive, routine and emergency maintenance.
- *(4) Consult with school officials and architects in the development of long-range plans.
- *(5) Assist in development of Board policies and administrative guidelines.
- *(6) Work closely with district and school staffs to support school facility planning.
- *(7) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- *(8) Develop annual goals and objectives consistent with and in support of district goals and priorities.

DIRECTOR, EXECUTIVE -- FACILITIES (Continued)

- * (9) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (10) Develop or assist in developing the district/department/division budget and monitor its implementation as required.
- * (11) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (12) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (13) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (14) Be knowledgeable of and adhere to Board policies.
- * (15) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (16) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (17) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (18) Monitor district compliance with applicable codes, rules and statutes.
- * (19) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep Deputy Superintendent informed of potential problems or unusual events.
- * (21) Assist in the preparation and administration of the District and divisional budget.
- * (22) Participate in the development of policies and procedures.
- * (23) Attend meetings and conferences to promote professional growth and benefit the District
- * (24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (25) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (26) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (27) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (28) Respond to inquiries and concerns in a timely manner.
- * (29) Model and maintain high ethical standards.
- * (30) Plan, implement and evaluate staff development activities of assigned personnel.
- * (31) Adhere to applicable safety standards.
- * (32) Follow attendance, punctuality and proper dress rules.
- * (33) Maintain confidentiality regarding school/workplace matters.
- * (34) Serve on district, state or community councils or committees as assigned or appropriate.
- (35) Perform other duties as assigned.

**Essential Performance Responsibilities*

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.

DIRECTOR, EXECUTIVE -- FACILITIES (Continued)

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 11

Adopted: 7/20/10