

# **Hernando County School Board Florida**

FLSA: Exempt, Non-Union

<b>EXECUTIVE DIRECTOR OF SUPPORT OPERATIONS</b>
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## **Required Qualifications:**

- Master's Degree from an accredited educational institution
- Minimum of five years (5) experience in an administrative/supervisory position
- Knowledge of applicable Florida Statutes, adopted School Board policies and procedures relating to assigned areas of responsibility
- Familiarity with a broad range of electrical, mechanical, construction, safety and related subjects
- Ability to communicate effectively with a variety of audiences in both oral and written form
- Ability to facilitate groups to consensus
- Must possess a valid Florida driver's license

## **Performance Responsibilities:**

- Be responsible for the general direction and coordination of the following areas: Maintenance, Facilities, Warehouse, Printing, Safety & Security, Volunteers in Education, Records, Planning & Grants, Property Control, Transportation, and Food & Nutrition
- Direct short-range and long-range facilities planning for the district's construction activities
- Direct the development and implementation of the district's master plan for site acquisition, facilities design, construction and improvements
- Direct the development of the district's long-range plan for major and minor renovation, remodeling and new construction
- Direct the planning of educational facilities, including the annual review of school plant and facility needs and the recommendation of priorities
- Develop and control the district construction budget and capital improvement budget
- Administer professional service contracts with engineers, architects, etc.
- Direct all construction projects undertaken by district personnel
- Direct the preparation of the Florida Inventory of School Houses (FISH) Report
- Direct the implementation of recommendations contained in the District's Educational Plant Survey
- Assist in the acquisition and disposition of real property
- Serve as a resource for staff to ensure the effective implementation of programs, policies, and procedures in assigned areas of responsibility
- Assist in the development of School Board policies
- Assist in the development and/or review of appropriate manuals and handbooks

- Supervise assigned personnel and evaluate direct reports consistent with the approved evaluation procedures
- Assist in implementing the district's goals and strategic commitment
- Facilitate proactive leadership in promoting the vision and mission of the District
- Provide assistance to administrators in the recruitment and selection of personnel
- Ensure quality improvements and services to schools
- Serve as the Superintendent's designee for Operations complaints
- Ensure the articulation and coordination of all Operations Departments to meet the needs and improve the performance of the District
- Keep the Assistant Superintendent of Business Services and Operations abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Serve on the Superintendent's Cabinet and actively participate in district-wide planning
- Sustain focus and attention to detail
- Perform other duties and responsibilities as assigned by the Superintendent and/or Assistant Superintendent of Business Services and Operations

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Assistant Superintendent of Business Services and Operations

**Evaluation:**

Annual evaluation done by the Assistant Superintendent of Business Services and Operations

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

Board Approved: 6/23/2015

Revised: 06/25/19