

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT**  
**Position Description**

|                        |   |                        |  |
|------------------------|---|------------------------|--|
| <b>TITLE:</b>          | Executive Director –<br>Business Operations | <b>REPORTS TO:</b>     | Assistant Superintendent/Chief<br>Business Officer or Designee |
| <b>DEPARTMENT:</b>     | Business Services                           | <b>CLASSIFICATION:</b> | Classified Management  |
| <b>FLSA:</b>           | Exempt                                      | <b>WORK YEAR:</b>      | 225 Days   |
| <b>BOARD APPROVAL:</b> | January 29, 2023<br>Revised June 6, 2023    | <b>SALARY:</b>         | Range B; Tier IV<br>Management Salary Schedule                 |

**SUMMARY DEFINITION:** Under general supervision of the Assistant Superintendent/ Chief Business Officer, this position provides leadership, management and supervision of the overall operations support services for optimal effectiveness and efficiency including: maintenance and operations, custodial services, transportation, emergency management, district safety, energy resource conservation, environmental health services, facilities use, and facilities planning and construction departments. Assures the deferred maintenance program and other long-range ongoing and preventative maintenance plans and programs for sites, buildings, vehicles and equipment is carried out. Oversees the development and administration of policies, procedures, processes and programs that involve the operations of each department. Supervises managers that are responsible for the day-to-day operations and service delivery in each department. Oversees the budgets for each department for efficiency and effectiveness.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Assures that all operations support services departments carry out their program responsibilities effectively and efficiently. **E**

Analyzes, modifies and modernizes program assets, work methods and procedures to increase efficiency and cost effectiveness. **E**

Provides leadership and oversight of all operations support services budgets; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines; utilizes computer software programs to accomplish budget management and report on budget activities to the Assistant Superintendent. **E**

Performs cost analysis and administers the Districts energy management programs. Acts as Liaison with utility companies and contractors. **E**

Provides leadership and oversight of facilities use under the Civic Center Act; oversees development of and updates facilities use practices, facilities invoices, facilities use contracts and other applications; communicates with local parks and recreation department, city/town office personnel and various civic groups regarding the use of facilities and related fees. **E**

Oversees the administration of the District Hazardous Materials and Toxic Waste Programs, the District Asbestos Management Program and other safety programs. **E**

Acts as liaison with the Environmental Protection Agency (EPA), County, State and Federal agencies, and contractors for collection of hazardous waste at District sites. **E**

Oversees and acts as liaison for the District with all school safety and emergency management services agencies including the Office of Emergency Services (OES), Red Cross, San Ramon Valley Fire Protection Agency, police agencies of the San Ramon Valley, Contra Costa County, and State of California, and the Federal Emergency Management Association (FEMA). **E**

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Manages District school safety and emergency response systems. **E**

Works to coordinate efforts among departments and assists site administrators with resolution of issues that involve all assigned departments. **E**

Assures that the District's Deferred Maintenance Program is designed and implemented timely and effectively.

Assures that all long-range, on-going, and preventive maintenance plans and programs for sites, buildings, vehicles, and equipment is carried out effectively and efficiently. **E**

Works effectively with the Board of Trustees, community members, District staff, consultants, city and county officials and other representatives of public or private agencies. **E**

Communicates effectively with the public through various media both orally and in writing; serves as District spokesperson for all operations support services departments. **E**

Attends various meetings within the District and community, including, but not limited to, meetings of the District Board of Trustees when matters relating to operations support services are before the Board; and, when appropriate, all federal, state, local and professional association meetings directly related to areas of responsibility. **E**

Establishes and maintains a close working relationship with the City Law Enforcement, Fire Prevention, City Planning and Maintenance Departments, as well as other Federal, State and local agencies. **E**

Supervises and evaluates the performance of management and support staff; interviews and selects employees and oversees transfers, reassignment, termination and disciplinary actions in coordination with the Human Resources department. **E**

Plans, coordinates and arranges for the appropriate training of staff, including in-service training and safety programs. **E**

Approves schedules and work assignments for all department staff. **E**

Coordinates and supervises claims processing for vandalism and other related property damage. **E**

Other related duties as required.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination of education, training, and experience equivalent to:

- Bachelor's degree in Business Administration, Public Administration, Engineering, Architecture, Construction Management, or related field;
- Five years of progressively responsible experience in the building construction field, preferably with emphasis in school or public agency projects, including serving in a supervisory capacity with workers in the trades field related to building construction;
- Technical experience in long-range planning for construction and maintenance work with management or supervisory experience may be considered in determining college equivalency.
- Previous experience in public school district management of the programs this position has oversight desired.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated trainings.

**TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

**KNOWLEDGE, SKILLS AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.**

**KNOWLEDGE OF:**

- Federal, State and local laws, regulations, codes, ordinance and regulations related to areas of responsibility.
- Terms, practices and procedures used in the planning, design, construction, rehabilitation, remodeling, and maintenance of school buildings and facilities.
- Methods, materials, tools, equipment used in the various building trades.
- Principles and methods of modern school business operational management, supervision and personnel management.
- The functions and responsibilities of each of the assigned departments.
- Organization and direction of related management and planning activities.
- Health and safety rules and regulations.
- Oral and written communication skills in English.
- Budget preparation and control, including analysis and reporting methods and techniques.
- School funding sources and application submission procedures and requirements.

**ABILITY TO:**

- Manage a large division of an organization.
- Demonstrate effective skills in organizational leadership.
- Analyze complex problems and develop and implement practical solutions.
- Determine priorities and supervision of managers and staff for all programs.
- Communicate with responsible agencies at all levels of local, state and federal government.
- Administer District efforts toward securing funds for projects involving assigned departments.
- Prepare and present clear, concise, accurate and comprehensive narrative and statistical reports.
- Interpret, apply and explain applicable rules, regulations, policies and procedures.
- Communicate effectively through various media both orally and in writing.
- Analyze situations accurately and adopt an effective remedy for any course of action.
- Use appropriate judgment in diverse and emergency situations.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Effectively use modern software applications in the areas of responsibility.
- Supervise and evaluate the performance of managers and support staff.

**LANGUAGE SKILLS:**

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment; moderate noise level; frequent interruptions; drive a vehicle to conduct work.

**PHYSICAL REQUIREMENTS:**

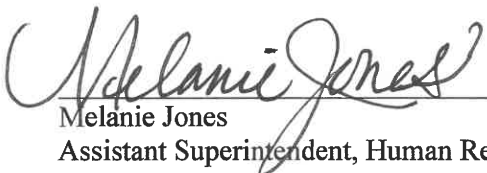
Hearing and speaking to exchange information in person and on the telephone and to make presentations; seeing to conduct inspections, read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies, lifting heavy objects; climbing during inspections; walking over rough or uneven surfaces at construction sites and during inspections.

**HAZARDS:**


Exposure to chemicals, fumes or gases; working around machinery having moving parts at construction sites and during inspections; contact with dissatisfied or abusive individuals.

**NON-DISCRIMINATION CLAUSE**

**APPROVALS:**

  
\_\_\_\_\_  
Melanie Jones  
Assistant Superintendent, Human Resources

  
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Date

  
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Dr. John Malloy  
Superintendent

  
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Date