

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - GENERAL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plan, organize, control and direct the General Services Department including contracts, facilities, food production, transportation, mailroom, maintenance and operations, record retention, purchasing and warehouse operations for the Santa Clara County Office of Education (SCCOE); supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the General Services Department including: procurement, contracts and purchasing, facilities management, food production, special education transportation, mailroom, maintenance and operations, records management, and warehouse operations for the SCCOE.

Provide technical information and assistance to the Chief Business Officer regarding Department activities, projects, needs and issues; assist in the formulation and development of policies, procedures and programs.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop employee schedules, coordinate subordinate work assignments and review work to assure compliance with established requirements and procedures; coordinate and oversee the work of outside contractors.

Coordinate and direct communications, personnel and resources to meet County Office needs and assure smooth and efficient Department activities; direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities.

Plan, organize, and direct the development of contracts; adherence and approval of contracts as to form; in conjunction with Risk Management, review of contracts for exposure to loss and acceptability of insurance and indemnification requirements; recommend necessary revisions; and ensure compliance with applicable State, Federal and local laws and regulations.

Plan, organize and implement long and short-term programs and activities designed to develop General Services programs and services, including review and approve facilities and purchasing contracts; forecast trends and plan direction for Office and/or participates in planning for external agencies.

Direct the planning, development, scheduling, design and implementation of construction, modernization and remodeling projects; prepare and develop plans and specifications; coordinate construction and renovation projects with personnel, outside contractors, architects, school districts, project managers, governmental agencies and others.

Plan, organize, control and direct operations and activities involved in the purchasing of supplies, equipment and services for the County Office and designated school districts; direct and monitor the bidding process for supplies, equipment and construction and maintenance projects; prepare related bidding documents; approve purchase orders as appropriate.

Estimate and assure adequate personnel, materials, contractors and equipment needed for planning, construction, maintenance, repair and warehouse functions; compile and prepare cost estimates; monitor and assure adequate inventory levels of equipment and supplies; maintain fixed asset inventory; direct warehouse and mail shipping, receiving and delivery functions.

Plan, organize, control and direct food service operations and programs; develop and implement goals, objectives, policies and procedures related to food service programs; communicate with other administrators, personnel, vendors, students, parents and outside organizations to coordinate food service activities and programs, resolve issues and conflicts and exchange information.

Plan, organize, control and direct activities to assure facilities are cleaned and maintained in a safe and orderly condition; coordinate, direct and participate in the inspection of County Office buildings, grounds and facilities to identify maintenance and repair needs; direct preventative maintenance functions; coordinate and direct response to emergency custodial and maintenance needs.

Coordinate and direct cleaning and installation, maintenance and repair projects in areas such as electrical work, plumbing, carpentry, HVAC and painting; monitor progress of projects; inspect projects completed by County Office personnel and outside contractors for accuracy, completeness and compliance with established plans, standards, requirements and specifications.

Direct and participate in inspection programs and activities to assure proper identification and resolution of fire, safety, security and sanitary hazards; coordinate and direct inspections and Department activities assure buildings and systems comply with established codes and permit specifications; oversee and participate in conducting regular and periodic safety inspections.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to projects, purchasing, inventory, plans and assigned activities; oversee the maintenance and storage of architectural drawing, project manuals, detail designs and other documents; oversee the filing, storage, computer and inventory functions.

Develop and prepare the annual preliminary budget for the General Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Communicate with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns; provide technical information and resources to school districts related to areas of responsibility.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities and equipment.

State School Construction Programs and State Contract Compliance laws and regulations.

California Environmental Quality Act.

Health and safety regulations and procedures.

California Education Code and other applicable laws, codes, rules, regulations, policies and procedures related to construction, maintenance and related activities.

Architectural and engineering plans and specifications.

Legal requirement related to sanitation standards for food production operations.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Requirements of maintaining County Office buildings, facilities, grounds and equipment in a safe, clean and orderly condition.

Health and safety regulations and procedures.

Methods, practices and procedures of pupil transportation, purchasing, bid processes, contract administration and warehouse activities.

Management and leadership techniques.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities and equipment.

Coordinate and direct communications, personnel, projects, planning functions, purchasing activities, contract administration, and resources to meet County Office needs and assure smooth and efficient Department activities.

Supervise and evaluate the performance of assigned staff.

Coordinate and direct communications, personnel, projects, property acquisition and management functions, facilities planning activities and resources to meet County needs and assure smooth and efficient Department activities.

Direct and participate prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities.

Read and interpret construction documents including blueprints, plans and specifications.

Participate in the design, development and implementation of construction and renovation projects.

Inspect projects completed by contractors and personnel for accuracy, completeness and compliance with established standards, requirements and procedures.

Direct the planning, development, scheduling, design and implementation of construction, modernization and remodeling projects.

Estimate and assure adequate personnel, materials, contractors and equipment needed for planning, construction, maintenance, repair, and warehouse functions.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports and presentations.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in business administration or related field and eight years increasingly responsible procurement processes, maintenance and operations, real property negotiations, construction and modernization experience including five years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.



May 9, 2012

Philip J. Gordillo
Executive Director of Human Resources

Date

Approved by Personnel Commission: June 23, 2011; Revised 5/9/12