

# MONTEREY COUNTY OFFICE OF EDUCATION

## **EXECUTIVE DIRECTOR GENERAL SERVICES**

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 83  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Deputy Superintendent the Executive Director of General Services is responsible for planning, organizing, controlling and directing the operations of the Maintenance, Operations, Transportation, Mailroom, Warehousing, Fleet Management and school facility projects and funding for County operated programs; serve as liaison between the County Office and school districts regarding facility improvement projects and funding; advocate for County school districts at State and federal level for infrastructure improvement; supervise and evaluate the performance of assigned personnel.

### **SUPERVISOR:**

Deputy Superintendent

### **POSITION(S) SUPERVISED:**

Classified managers and classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes, but is not limited to:

- Plan, organize, control and direct the operations of the Maintenance, Operations, Transportation, Custodial, Mailroom, Warehousing, Fleet Management and school facility projects and funding for County operated programs
- Plan, coordinate and participate in daily department operations, including overall facilities planning, maintenance and operations, custodial services, pupil transportation, purchasing/contracts, warehouse and mail distribution and conference room operations
- Serve as liaison between the County Office and school districts regarding facility improvement projects and funding
- Advocate for County school districts at State and federal level for infrastructure improvement
- Direct facility planning and funding functions

- Supervise and review the space use of Monterey County Office of Education (MCOE) facilities
- Oversee the leasing of facilities and lease agreements
- Process, file and complete funding applications
- Serve as representative for the County Office at State Allocations Board meetings and Implementation Committee meetings
- Coordinate use of MCOE fleet including vehicle acquisition, inspection, and maintenance
- Manage construction and modernization projects and provide oversight for development and implementation of building, and facility construction and renovation projects
- Direct and coordinate the work of contractors and architects
- Solicit bids, review and award projects in accordance with County Office policies and procedures
- Plan, review, and monitor all contracts and bids
- Administer the deferred maintenance five-year plan
- Develop programming for expansion and modernization projects
- Collaborate with departments and review processes to assure quality and efficiency
- Implement designs and engineering functions
- Serve as facilities liaison and interact with State agencies regarding school facilities program implementation
- Liaise between the State and federal government regarding school facility infrastructure legislation
- Develop statewide bond programs and update regulations in conjunction with State and local agencies
- Serve as safety officer, conduct safety committee meetings and oversee the countywide Emergency Operations Center
- Direct safety improvement projects
- Develop and implement best practices and standard operating procedures for staff and administrative safety compliance
- Schedule, train and update Departments for Comprehensive School Safety Planning binders; support districts by providing safe school planning and training sessions
- Advocate for a variety of school infrastructure needs and legislation
- Serve as Chair for associated committees and organizations
- Lobby federal, State and local authorities and agencies for investment, interest, legislation and funding to assure the success of school facilities
- Plan, organize, and supervise the activities involved in the purchase of supplies, furniture, services, and equipment
- Develop, monitor, and evaluate procurement procedures and evaluate and adjust purchasing and warehouse activities to meet MCOE department needs
- Plan, develop and administer warehouse supply and distribution system as well as internal and external mail delivery system
- Supervise and evaluate the performance of assigned staff and interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Provide technical expertise, information and assistance to the Deputy Superintendent regarding assigned functions
- Assist in the formulation and development of policies, procedures and programs
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned projects
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information

- Develop and prepare the annual preliminary budget for the General Services Department and analyze and review budgetary and financial data
- Control and authorize expenditures in accordance with established limitations
- Operate a computer, assigned software programs, other office equipment and drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned

**OTHER DUTIES:**

Perform other job-related duties as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical ability to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- Bachelor's degree from an accredited college or university in Engineering, Architecture, Project Management or related field
- Five (5) years increasingly responsible experience in public administration and facility planning

**Knowledge of:**

- Planning, organization and direction of a general services department
- Processes and functions of public administration
- Codes and regulations regarding school and public facilities
- Americans with Disabilities Act, Field Act and California Environmental Quality Act
- Local and State zoning ordinances
- State funding programs and agencies
- Building software, systems and materials
- Title 5 requirements
- Structures, loading, seismic and efficiency codes
- 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

**Skills and Abilities:**

- Plan, organize, control and direct the operations of the General Services and school facility projects and funding for County operated programs
- Serve as liaison between the County Office and school districts regarding facility improvement projects and funding
- Advocate for County school districts at State and federal level for infrastructure improvement
- Supervise and evaluate the performance of assigned staff
- 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
- Direct the maintenance of a variety of reports, records and files related to assigned activities
- Establish and maintain positive and effective inter- and intra-agency communications and collaborations

**Desirable Qualifications:**

- Master's degree in a relevant field
- Bilingual/Biliterate in Spanish

**Licenses and Certifications:**

- California Driver's license with evidence of insurability