

Job Description

Title: General Manager for Support Services

Reports To: Associate Superintendent for General Administration

General Summary: Supports the district's educational program and services by directing and overseeing the managers and staff of the Project Management, Purchasing and Distribution operations within the Support Services organization. Ensures compliance with District policies and rules related to construction, special projects, purchasing, warehouse, distribution, surplus property and disposal, bulk and first class mail, and hazardous materials management. Serves as Facility Manager for the Support Services Center and Surplus Center to ensure safe, appropriate and efficient use and care of the buildings, grounds, furnishings, equipment and other resources, for best utilization by all operations located at these facilities.

Essential Functions:

1. Direct, support and oversee the operations of the District's Project Manager, the project management program and all design, engineering and construction activities. (25%)
2. Direct, support and oversee the operations of the District's Warehouse Manager, Distribution Center and Surplus Center operations. (20%)
3. Direct, support and oversee the operations of the District's Purchasing Manager, purchasing programs and policies. (15%)
4. Manage the collection, storage, re-assignment, sale and disposal of all surplus furnishings, equipment and vehicles, including sale and disposal of obsolete computer equipment. (10%)
5. Manage and coordinate the use of the Support Services Center and Surplus Center facilities. (5%)
6. Manage archival document storage and record retention, and the shredding or disposal of sensitive documents. (5%)
7. Manage the District's asbestos program and the disposal of other hazardous waste. (5%)
8. Manage the District's covert video surveillance program. (5%)
9. Assume other responsibilities assigned by the General Manager for Maintenance and Operations. (10%)

Qualifications:

1. Educational Level: A Bachelors Degree or Associate of Applied Science Degree in Architecture or Construction Management from an approved institution or equivalent combination of formal education and work experience.
2. Certification or Licensure: AHERA Asbestos Program Manager Certificate.
3. Experience desired: Ten years of successful experience in business or school administration with emphasis in the areas of supervision and management, budgeting, purchasing, construction, and specification writing.
4. Other requirements: Possesses strong organizational skills and works efficiently.
 Ability to supervise and direct the work performed by others.
 Sense of urgency, self-directed and able to motivate others.
 Possesses good judgment and the ability to prioritize among many demands.
 Ability to work well with people while under stressful, demanding situations.
 Possesses strong oral and written communication skills.
 Thorough knowledge of current AutoCAD products.
 Presents and promotes a service oriented attitude.
 Thorough knowledge of current Microsoft Office products.

Special Requirements:

		Occasional 1 – 32%	Frequent 33 – 66%	Constant 67% +
1.	Standing		x	
2.	Walking		x	
3.	Sitting		x	
4.	Lifting <u>50</u> lb max.	x		
5.	Carrying <u>50</u> feet.	x		
6.	Pushing / Pulling	x		
7.	Climbing / Balancing	x		
8.	Stooping / Kneeling / Crouching / Crawling ...	x		
9.	Reaching / Handling		x	
10.	Speaking / Hearing			x
11.	Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the immediate supervisor (and/or superintendent).

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Revised: August 7, 2004; Reviewed February, 2014