



PERSONNEL COMMISSION

Class Code: 0634
Salary Range: 46 (M2)

ASSISTANT OPERATIONS DIRECTOR

JOB SUMMARY

Under direction, participate in the daily direction and management of the personnel and activities relating to the custodial, grounds, maintenance, security, and internal/external communications service activities of the Operation Branch; and to do related work as required.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, and direct through subordinates such matters as the regular, periodic, or special activities relating to custodial services, security services, grounds maintenance care, telephone and messenger services. **E**
- Participate in or manage the development, preparation, and issuance of policies or changes of policies and procedures relating to the listed services to improve safety, security, and cost effective delivery of service. **E**
- Assure Operation Branch activities are carried out in conformity with related laws and regulations. **E**
- Conduct studies or investigations to determine Operation Branch needs and recommend additions or changes to current branch activities or services. **E**
- Analyze and develop new procedures, schedules and priorities. **E**
- Recommend amount and type of equipment and /or staff power requirements needed to provide adequate services. **E**
- Confer with school administrators, contractors, public officials, and the public in order to develop new, or to change existing policies and procedures relating to housekeeping, grounds, and security of district facilities. **E**
- Confer with district administrators concerning operations, personnel evaluations, selection, assignment, transfer, and disciplinary actions. **E**
- Write or coordinate the writing of special or routine items such as reports, letters, bulletins, or manuals on activities of the Operation Branch. **E**
- Prepare budget recommendations for the Operation Branch. **E**
- Monitor routine projects and make changes as necessary to assure expeditious and successful cost-effective completion of work. **E**

- Provide technical expertise and guidance on projects relative to the assignment. ***E***
- Upon request of site administrators review performance evaluations of employees assigned to site plans and assist such administrators in evaluating employees. ***E***
- Train, supervise and evaluate employee performance, and interview, select, recommend prospective employees for assignment. ***E***
- Advise site managers on matters relating to security and safety of facilities and personnel. ***E***
- Remain abreast of trends, and evaluate such things as machinery or chemical usage to determine applicable use within the branch. ***E***
- May act for the director when assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

This position has the responsibility to assist in the management of the Operation Branch of the Business Division, especially in the daily activities involved in the delivery of services by assigned personnel related to custodial services, security, grounds care, telephones, mail and messenger services (employees engaged in Operation activities assigned to schools are directed by and are responsible to their site administrators except under specified circumstances or time frames.)

EMPLOYMENT STANDARDS

Knowledge of:

General principles, practices, tools, equipment and materials used in activities related to custodial and grounds care, security, mail, telephonic and delivery communications services.

General budget development and control procedures.

Job/work cost estimating and control procedures.

Allocation and scheduling of staff and equipment.

General safety regulations and techniques.

Ability to:

Plan, assign, direct, and evaluate the work of others.

Train, develop and evaluate employee skills and proper work methods

Read and interpret plans and specifications.
Analyze written and oral communications.
Develop operational rules, regulations, procedures and budgets.
Communicate effectively orally and in writing.
Write specifications for such items as contracted services, equipment, materials and supplies.
Conduct research studies or investigations.
Conduct meetings and make presentations.
Analyze and develop work methods and procedures.
Operate a vehicle observing legal and defensive driving practices.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Training:

Graduation from a recognized college or university with a Bachelors degree in Business Administration, Industrial Relations, or a closely related field is required.

Experience:

Three years in a management/district level supervisory capacity involving custodial, grounds care or security work is required.

Additional district level management or supervisory experience may substitute for up to two years of the required education on a year for year basis.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

WORKING ENVIRONMENT

Indoor or outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and inspect work.

Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching.
Sitting or standing for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

8/18/88

Rev 10/24/02

Rev 3/25/04