



**AGENDA**

**JOB DESCRIPTIONS WORKSHOP**

Tuesday, September 15, 2009 – 5:30 p.m.

School Board Meeting Room

500 E. Ocean Boulevard

Stuart, FL 34994

*Call to order by the Chairman and Pledge of Allegiance to the Flag*

**1. Job Descriptions**

**1.01 Executive Director of Operations Services** (Ex. 1.01, P. 3 – 5)

**1.02 Operations Manager** (Ex. 1.02, P. 6 – 7)

**1.03 Building Official** (Ex. 1.03, P. 8 – 10)

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**UPCOMING MEETINGS**

*Unless otherwise noted, meetings are held in the School Board Meeting Room, 500 East Ocean Boulevard, Stuart.*

**REGULAR SCHOOL BOARD MEETINGS**

Tuesday, September 15, 2009 – 7:00 p.m.

Tuesday, October 20, 2009 – 7:00 p.m.

Tuesday, November 17, 2009 – 7:00 p.m.

**SPECIAL SCHOOL BOARD MEETING**

Tuesday October 6, 2009 – 4:00 p.m.

Tuesday, November 3, 2009 – 4:00 p.m.

**INSURANCE COMMITTEE MEETINGS**

*Instructional Center, Room 6*

Monday, September 28, 2009 – 3:30 p.m.

Monday, October 26, 2009 – 3:30 p.m.

**JOINT MEETINGS**

*The John F. Armstrong Wing at the Blake Library*

Tuesday, January 12, 2010 – 9:00 a.m. (Chair - City of Stuart)

Tuesday, June 15, 2010 – 9:00 a.m. (Chair – School Board)



**THE SCHOOL BOARD OF MARTIN COUNTY**  
**EXECUTIVE DIRECTOR FOR OPERATIONS SERVICES**  
**JOB DESCRIPTION**

**QUALIFICATIONS:**

- (1) Master's degree from an accredited educational institution.
- (2) Major course of study in Business Administration, School Administration or Public Administration.
- (3) CPM and/or CPA designation preferred.
- (4) Seven (7) years of progressively responsible experience in administration of the operational areas of Florida Public Schools.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of state and federal laws and State Board of Education Rules governing Florida school finance, transportation, food services, purchasing, risk management, construction, inspection, and maintenance functions. Skill in facilitating both short- and long-range planning. Ability to use both mainframe and microcomputer resources. Ability to interpret complex financial data. Ability to communicate the data to various groups effectively.

**REPORTS TO:**

Superintendent

**JOB GOAL**

To ensure that all areas of responsibility are operated in an efficient and cost effective manner and that timely and accurate information is available for use by the district.

**SUPERVISES:**

Director of Food Service	Director of Facilities and Risk Manager
Director of Purchasing and Warehousing	Assigned Support Personnel
Director of Transportation	

**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Oversee the implementation of plans and procedures to improve the management of the district's resources in the assigned functional areas.
- \* (2) Develop, recommend, and implement both short- and long-range plans for each assigned functional area.
- \* (3) Develop accurate projections of revenue and expenditures for assigned functional areas.
- \* (4) Monitor and coordinate the budgeting and expenditure of funds supporting the risk management/in-service programs.
- \* (5) Oversee the district's energy management program.
- \* (6) Work with various groups and organizations in areas of assigned responsibilities.
- \* (7) Oversee the district's risk management programs.
- \* (8) Coordinate the district's capital improvement and maintenance planning process and recommend plans to the Superintendent.

## EXECUTIVE DIRECTOR FOR OPERATIONS SERVICES (Continued)

- \* (9) Plan and monitor the work flow within the operations division.
- \*(10) Coordinate and approve the development of manuals and procedures concerning the various assigned functional areas.
- \*(11) Prepare and present special reports/studies for the Superintendent/Board.

### Inter/Intra-Agency Communication and Delivery

- \*(12) Keep the Superintendent informed of the status and needs of each assigned functional area.
- \*(13) Maintain close communication with the personnel and data processing departments in monitoring budgets and expenditures for labor.
- \*(14) Coordinate the various activities of the operations divisions with other divisions/departments.
- \*(15) Ensure that those supervised are kept informed.
- \*(16) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \*(17) Respond to inquiries and concerns in a timely manner.
- \*(18) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(19) Provide oversight and direction for cooperative planning with other agencies.
- \*(20) Assist in the interpretation of philosophy and policies of the district to staff, parents and the community.
- \*(21) Work closely with district and school staffs to support school improvement initiatives and processes.

### Professional Growth and Improvement

- \*(22) Maintain current knowledge in the areas of assigned responsibility, particularly in state legislation.
- \*(23) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(24) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices and legal issues.

### Systemic Functions

- \*(25) Develop the district's annual budget for the assigned functional areas, including allocation formulas for non-labor expenditures.
- \*(26) Provide information for and participate in the collective bargaining process.
- \*(27) Develop and recommend items for action by the School Board.
- \*(28) Review and recommend new and amended Board policies for adoption.
- \*(29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(31) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- \*(32) Must be available/present during all emergency situations.
- (33) Perform other duties as assigned.

### Leadership and Strategic Orientation

- \*(34) Serve as a member of the Superintendent's Leadership Team.
- \*(35) Provide leadership and direction for assigned areas of responsibility.
- \*(36) Provide leadership and guidance in the development of annual goals and objectives for assigned department.
- \*(37) Assist in implementing the district's goals and strategic commitment.

**EXECUTIVE DIRECTOR FOR OPERATIONS SERVICES (Continued)**

- \* (38) Exercise proactive leadership in promoting the vision and mission of the district.
- \* (39) Set high standards and expectations and promote professional growth for self and others.
- \* (40) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- \* (41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

See Job Description Supplement for Codes	
Physical Activity - occasionally	D, F, G, K, O-Q, S
- frequently	A-C, T, U
- constantly	V
Working Conditions	B
Materials, Tools and Equipment	A-E, G, H, P

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

# SCHOOL BOARD OF MARTIN COUNTY

## JOB DESCRIPTION

### Operations Manager

#### QUALIFICATIONS:

- (1) Bachelor of Science Degree from an accredited educational institution with three or more years of supervisory experience in operations of Public Facilities or Associates Degree with ten years experience in operations of Public Facilities with at least three years of supervisory experience.
- (2) Valid Florida Driver's License required.
- (3) Computer experience.
- (4) One or more certifications per F.S. Chapter 468 as applicable to school facilities desired.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state, and local rules and regulations relating to public facilities. Ability to read blueprints and diagrams. Ability to plan and schedule tasks. Ability to use computers as a tool in planning and implementing work. Knowledge of tools and equipment typically used in the operations of school facilities. Knowledge of procedures and methods necessary to attain a high standard of facility operations. Knowledge of energy management techniques. Ability to communicate effectively in both oral and written form.

#### REPORTS TO:

Director of Facilities and Planning

#### JOB GOAL

To oversee the district's energy management and school security programs to ensure resources are properly used. To oversee the functions of grounds maintenance.

#### SUPERVISES:

Assigned Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Assists the Director of Facilities on projects.
- \*(2) Assists with formulation of the district budget as it relates to school facilities and operations.
- \*(3) Assists with facilities inspections and corrections as they relate to applicable rules and regulations.
- \*(4) Monitor all utilities bills (water, electric, gas, and telephone) and serve as coordinator for all new utility hook-ups.
- \*(5) Serves as Emergency / Disaster Preparedness coordinator for the district.
- \*(6) Serve as energy manager for the district.
- \*(7) Helps establish and maintain District cleaning and sanitation standards in accordance with applicable rules and regulations.

Ex. 1.02

P. 6

BOARD APPROVE

- \*(8) Coordinates the District's ADA transition plan.
- \*(9) Coordinates activities with Facilities Managers on all projects.
- \*(10) Develops annual budget for Plant Operations.
- \*(11) Serves as coordinator of security for the district.
- \*(12) Provides technical assistance to principals, plant managers and custodians in planning, implementing, and maintaining facilities needs.
- \*(13) Manages and coordinate the preparation of the Florida Inventory of School Houses (FISH) Report.
- \*(14) Facilitates the training of plant operators in technical, safety and security issues\_as required.
- \*(15) Serves in any capacity as may be necessary in an emergency.
- \*(16) Provides Integrated Pest Management (IPM) for the District.
- \*(17) Supervises assigned personnel, conduct annual performance appraisals.
- (18) Performs other incidental tasks or services consistent with the goals of this job.

**PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed.

**TERMS OF EMPLOYMENT:**

Non-bargaining Unit Compensation Plan Schedule "SP", Index .73  
 12 months  
 8.0 hours per day

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement Code 9**

# THE SCHOOL BOARD OF MARTIN COUNTY

## BUILDING OFFICIAL

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution with three (3) or more years of supervisory experience in construction or Associate's degree and ten (10) years experience in construction.
- (2) Valid Florida Driver's License required.
- (3) Certification as Building Official per Florida Statute 468 Part XXII or be qualified to obtain certification within 12 months of employment.
- (4) Five (5) years documented successful experience in construction inspections and plan examination.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal, State, and local rules and regulations relating to construction and permitting. Ability to read and interpret blueprints and diagrams. Knowledge of tools and equipment typically used in school construction. Knowledge of construction materials/equipment/methods and their impact on long-term maintenance, costs, and environmental standards. Ability to communicate effectively in both oral and written form. Administration and inspection of all construction activity to ensure compliance with The Florida Building Code.

#### REPORTS TO:

Executive Director of Operations

#### JOB GOAL

To direct the district's plan review and permitting activities to ensure operating excellence of all facilities for full and efficient educational use.

#### SUPERVISES:

Assigned support personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Coordinate and/or perform inspections or plan review on all construction projects.
- \* (2) Issue/obtain necessary building permits for school district construction/remodel.
- \* (3) Perform inspections for compliance with Florida building Code through all phases of construction.
- \* (4) Supervise and coordinate work efforts of inspectors and plan review personnel.
- \* (5) Coordinate efforts with local emergency management and other outside agencies.
- \* (6) Observe all safe work practices when using tools, equipment and chemicals.
- \* (7) Perform assigned tasks in a timely and efficient manner.
- \* (8) Perform assigned tasks with a high standard of quality.
- \* (9) Perform other duties assigned by the Director of Facilities and Planning.

## **BUILDING OFFICIAL (Continued)**

- \*(10) Participate in the selection of architectural, engineering, and construction consultants for District related projects.
- \*(11) Recommend final approval for completed construction projects.
- \*(12) Prepare all required reports and maintain all appropriate records.
- \*(13) Serve in any capacity as may be necessary in an emergency.
- \*(14) Coordinate all short- and long-range facilities planning for the district's construction activities.
- \*(15) Coordinate the development and implementation of the district's master plan for site acquisition, facilities design, construction and improvements, including forecasting population growth.
- \*(16) Coordinate the planning of educational facilities, including the annual review of school plant and facility needs and the recommendation of priorities.
- \*(17) Assist in the review and analysis of bids.

### **Inter/Intra-Agency Communication and Delivery**

- \*(18) Exercise service orientation when working with others.
- \*(19) Respond to inquiries and concerns in a timely manner.
- \*(20) Keep supervisor informed of potential problems or unusual events.
- \*(21) Serve on district, state or community councils or committees as assigned or appropriate.
- \*(22) Use effective, positive interpersonal communication skills.
- \*(23) Work closely with district and school staffs to support school improvement initiatives and processes.

### **Professional Growth and Improvement**

- \*(24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(25) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- \*(26) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- \*(27) Participate in cross-training activities as required.

### **Systemic Functions**

- \*(28) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment.
- \*(29) Prepare all required reports and maintain all appropriate records.
- \*(30) Assist in the development of School Board policies and administrative guidelines.
- \*(31) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(32) Follow federal and state laws, as well as School Board policies.
- \*(33) Represent the district in a positive and professional manner.
- \*(34) Demonstrate support for the school district and its goals and priorities.
- \*(35) Ensure adherence to good safety standards.
- \*(36) Assist in interpreting statutes, Department of Education rules, and programs, policies and procedures of the district as they relate to assigned responsibilities.
- \*(37) Must be available/present during all emergency situations.
- (38) Perform other duties as assigned

### **Leadership and Strategic Orientation**

- \*(39) Assist in implementing the district's goals and strategic commitment.
- \*(40) Exercise proactive leadership in promoting the vision and mission of the district.

**BUILDING OFFICIAL (Continued)**

- \* (41) Set high standards and expectations and promote professional growth for self and others.
- \* (42) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \* (43) Maintain confidentiality regarding school/workplace matters.
- \* (44) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \* (45) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (46) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

**PHYSICAL REQUIREMENTS:**

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed..

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Physical Activity - occasionally	B-K, O, P
- frequently	A, L, M, N, Q-V
- constantly	
Working Conditions	C, F, H
Materials, Tools and Equipment	A-D, F, G, H, L, P

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