

AUXILIARY SERVICES DIRECTOR

REPORTS TO: Assistant to the Superintendent for Finance

BASIC FUNCTION AND RESPONSIBILITIES: To plan, direct, coordinate and control the functions of the Auxiliary Services of the (School District), including Transportation, Maintenance, Purchasing and Safety.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree or a minimum of five (5) years experience as Transportation and/or Physical Plant Director.
- Previous school experience preferred.
- The ability to effectively communicate with faculty, staff, students and the public.
- Knowledge of and experience with management principals and objectives, budgeting, financial controls, purchasing and computer applications.
- Commercial Driver's License (CDL) or willingness to obtain.

GENERAL PERFORMANCE RESPONSIBILITIES:

1. Directs functions of Auxiliary Services for the District through support staff working through master agreement guidelines.
2. Responsible for hiring recommendations, training and evaluation of support staff.
3. Directs, supervises and monitors the department budget for each operating unit.
4. Develops short- and long-range goals and objectives.
5. Develops and recommends policies and programs associated with the operation of Auxiliary Services.
6. Submits periodic reports to the Assistant to the Superintendent for Finance and keeps him/her informed of significant developments and problems concerning the Auxiliary Services operation.
7. Keeps informed of significant developments and changes in State and Federal regulations which affect the operation of Auxiliary Services.
8. Represents the school district at conferences, seminars and other meetings; and keeps staff informed of new and innovative ideas.
9. Conducts departmental staff meetings.
10. Serves on various committees as requested.

PERFORMANCE RESPONSIBILITIES – Transportation and Maintenance Services

1. Develop bus routes/runs, coordinate the hiring of bus drivers and substitute bus drivers with the Human Resources Department.
2. Assure all bus drivers are properly certified/trained, including the transportation of special needs children, and student discipline procedures.
3. Coordinate contracted cleaning services as necessary.
4. Coordinate maintenance and custodial services district wide.
5. Work with the maintenance/custodial staff to have an efficient energy management system.
6. Coordinate the call of "Snow Days" as necessary.

PERFORMANCE RESPONSIBILITIES: - Purchasing

1. Initiates contacts with vendors relative to supply and equipment availability, invoices, purchase orders and contracts.
2. Initiates and/or authorizes purchase of equipment, furniture, and supplies.

3. Obtains/studies comparative prices and quotations.
4. Purchases by competitive bidding, information quotations and negotiation items of supply and equipment necessary for the operation of the school district.
5. Studies price trends and market conditions and keeps informed of sources of supply and new product developments.
6. Investigates quantity and quality of commodities purchased.
7. Prepares all bidding documents including notice and instruction to bidders, specifications and the form of the proposal.
8. Develops/maintains appropriate records such as commodity register and bidders' lists as necessary.
9. Prepares periodic reports relating to the purchasing function for the Superintendent.
10. Assumes responsibility for correspondence relating to purchasing activities.
11. Assumes responsibility for obtaining appropriate Driver's Education program vehicles.
12. Dispose of surplus equipment.

PERFORMANCE RESPONSIBILITIES – Safety

1. Works in a safe manner, aware of personal safety and the safety of others.
2. Is responsible for observing safety, health/sanitation codes, regulations or practices required.
3. Assure the district has up-to-date training/procedures as needed, including: Drug/Alcohol training, Asbestos training, Right To Know, Fall Protection, Biohazards Disposal, etc.
4. Assure proper procedures are in place and followed regarding indoor air quality, pesticides, lead, radon, chemical hygiene, underground storage tanks, etc.
5. Assure compliance with required handicap accessibility.
6. Serve as the administrative liaison for the District Safety Committee.
7. Serve as the designated person for the Asbestos program.
8. Performs related functions as required.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.