
PERSONNEL COMMISSION

LONG BEACH
UNIFIED SCHOOL DISTRICT
Excellence & Equity

Class Code: 5332
Salary Range: 64 (M2)

ASSISTANT SUPERINTENDENT – FACILITIES AND OPERATIONS

JOB SUMMARY

Under the direction of the Chief Business and Financial Officer, serve as a principal advisor and provide visionary, collaborative and proactive leadership in the planning, organization and administration of assigned business departments including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations; ensure business solutions and strategic plans are in alignment with the mission, vision and values of the Board of Education and Superintendent of Schools; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

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.

- Provide visionary leadership to assigned business departments, including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations; facilitate the development of goals and objectives and accountability measures that are in alignment with the District's strategic vision. **E**
- Facilitate cross-departmental collaboration with a focus on best practices, modernization, and innovation. **E**
- Coordinate and direct communications, personnel and resources to ensure smooth and efficient delivery of services and proper levels of support; communicate with administrators, District personnel, professional experts, and outside agencies to coordinate programs and activities, resolve issues and exchange information. **E**
- Collaborate with administrators, schools and offices to determine needs and solutions; identify and evaluate potential products and services; ensure compliance with established District objectives, priorities and resources. **E**
- Develop strategic relationships with vendors and partners; oversee and direct the development of specifications, evaluation of vendor proposals and contract negotiations. **E**
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Promote the development of staff to ensure the perpetuation of a professional and talented work force; provide for planned development of successors for department positions; identify opportunities and facilitate participation of staff in educational and training programs. **E**

- Collaborate with departmental leaders in the development of budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. ***E***
- Develop and coordinate the implementation of District-wide policies, procedures and standards related to assigned activities; advise administration of unusual trends or issues and recommend appropriate corrective action. ***E***
- Develop systems to ensure that departmental practices are in compliance with applicable laws, codes, rules and regulations. ***E***
- Direct the preparation and maintenance of reports, records and files related to assigned activities; compile data and prepare detailed statistical and narrative reports regarding assigned activities; develop newsletters and other communication tools. ***E***
- Attend, participate in and facilitate a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging industry trends and best practices; make presentations regarding District business objectives, plans and achievements to groups and committees. ***E***
- Operate office equipment including a computer and assigned software; drive a vehicle to conduct work. ***E***
- Perform related duties as 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

The Assistant Superintendent – Facilities and Operations provides visionary, collaborative and proactive leadership in the planning, organization and administration of assigned business departments including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations. The Assistant Superintendent – Facilities and Operations coordinates with Department leaders to ensure smooth and efficient delivery of services and proper levels of support with a focus on collaboration, best practices, modernization and innovation.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of modern school business management including maintenance, facilities development and planning, operations, transportation, and nutrition services.

Methods and techniques of developing business process models and determining best practices.

Issues and challenges facing large, diverse, urban school districts.

Structure and operations of public schools.

Strategic planning methodologies.

Research methods and statistical analysis techniques.

Principles and practices of administration, leadership, supervision and training.

Principles and practices of government purchasing and contract administration.

Fiscal accountability and budget preparation and control.

Applicable laws, codes, rules and regulations related to assigned activities.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Operation of a variety of office equipment including a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Public speaking techniques.

Ability to:

Plan, organize, control and administer assigned business departments and functions including Maintenance, Nutrition Services, Facilities Development and Planning, Transportation and Operations.

Provide visionary leadership and develop innovative business and operational plans and solutions to meet the needs of the District.

Encourage forward-thinking, strategic and open departmental mindset to accelerate change and reach creative, leading-edge solutions.

Develop, articulate, and build buy-in to a clear vision and mission.

Collaborate continually to refine objectives and align current and future initiatives to drive strategic plans and goals forward.

Review proposed agreements, including descriptions of conditions, services, stipulations and appropriate contract language and recommend action.

Analyze and interpret legislation affecting school district operations including building maintenance, construction, reconstruction, and transportation.

Prioritize the use of resources to maximize organizational effectiveness.

Accept and carry out responsibility for direction, control and planning.

Analyze situations accurately and adopt an effective course of action.

Present and clearly convey complex information to a variety of audiences.

Maintain current knowledge of industry trends and technological advances in the field.

Establish and maintain cooperative and effective working relationships with others.

Supervise and evaluate the performance of assigned personnel.

Foster a culture of customer-focus, service delivery, innovation, and continual learning.

Interpret, apply, explain and ensure compliance with applicable laws, codes, rules and regulations.

Prepare and direct the preparation of a variety of comprehensive narrative and statistical reports.

Oversee and administer departmental budgets.

Ensure compliance with fiscal policies, operating procedures, applicable statutes and regulations.

Direct the establishment and maintenance of records and files.

Prepare and deliver oral presentations.

Communicate effectively both orally and in writing.

Operate a variety of office equipment including a computer and assigned software.

Education and Training:

Bachelor's degree in business administration, public administration, education or a related field. A master's degree in a related field is desirable.

Experience:

Six years of management-level business administration experience in a school district, institution of higher education, or similar public agency involving maintenance, facilities, and operations. Experience involving transportation, warehouse or nutrition services is preferred.

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

SPECIAL REQUIREMENTS

Positions in this class require the use of personal automobile and possession of a valid California Class C Driver's license.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting 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 (1) 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.

(Board Action 1/96 effective 1/96 designated senior management. 8/22/96)

Revised: 3/25/2004
Revised: 4/21/2005
Revised: 10/5/2006
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