SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Physical Plant Operations
ADMINISTRATION SUPERVISOR

REPORTS TO: Assigned Supervisor

DEPARTMENT: Physical Plant Operations
CLASSIFICATION: Classified

FLSA: Exempt
SALARY GRADE: 044
AASD Supervisors’

REVISED: May 28, 2019

BASIC FUNCTION:
Plan, develop, and coordinate the administration of the Physical Plant Operations Department and supervise the work of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, develop, and coordinate the administration of the Physical Plant Operations Department, including finance, personnel, time accounting, work reception, material and program support. E

Provide technical training and assistance to staff; interpret and respond to legislative inquiries, ensure compliance with local, state, federal programs. E

Supervise, plan assignments, and organize the workflow of the information services within the department; develop programs and processes for improving efficiency of operations. E

Assist in the development of the department policies and procedures. E

Provide a variety of reports for the department, including personnel matters, state/federal audit accounting, custodial work schedules, timekeeping, inventory management, customer call center activity. E

Supervise the entry and accuracy of personnel and inventory data in computerized management systems. E

Assist with setting priorities and schedules; ensure integration of automated systems to provide for the departments operational objectives. E

Supervise the warehousing operation, which provides a wide variety of materials, equipment and service needs. E

Supervise the program support function, including the department’s personnel and payroll related functions. E
Confer with district staff at all levels and assists in the resolution of budgetary and administrative problems; maintain liaison between programs, district sites, and the central office staff. 

Supervise timekeeping activities to ensure consistency and accuracy throughout the organization. Coordinate with various district departments including Payroll and Human Resources to ensure timekeeping policy/procedures are adhered to.

Attend and conduct a variety of meetings as assigned; establish and maintain relationships with all levels of staff, including site and central office administrators in various departments.

Train, supervise and evaluate assigned staff.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
Any combination of training, experience, and/or education equivalent to: graduation from a recognized college with a major in finance, accounting, business administration or other closely related field and two years of recent, increasingly responsible maintenance and operations program management including budgetary and administrative analysis experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Business principles of public administration.
Principles and practices of administration, supervision, and training.
Application of advanced budgetary principles, systems, procedures and budgetary control techniques.
Automated data processing requirements.
Record keeping techniques.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.

ABILITY TO:
Provide leadership and direction in assigned functions.
Assist in the development of the department’s policy and procedures.
Organize and analyze data.
Train, supervise and evaluate performance of assigned staff.
Prepare complex written and oral reports including recommendations.
Apply good organizational skills
Determine priorities in coordinating and scheduling activities.
Exercise sound judgment in making recommendations.
Operate standard office equipment including computers and related software applications.
Establish and maintain effective working relationships with district staff and other agencies.
Plan and organize work.
Meet schedules and timelines.
Maintain Records.
Read, interpret, apply, and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Meet aggressive timelines.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office setting.

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information; seeing to read and prepare documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

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