

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Maintenance and Operations Administration Supervisor	REPORTS TO:	Director Maintenance and Operations
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	044 AASD Supervisors'
ISSUED:	June 8, 2000		

BASIC FUNCTION:

Plan, develop, and coordinate the administration of the Maintenance and 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 Maintenance and Operations Department, including finance, information, material and program support. **E**

Provide a variety of budgetary-accounting services for the preparation, development, balancing, and control of the Maintenance and Operations budget. **E**

Supervise the automated systems within the department and assist with setting proprieties and schedules; assure integration of automated systems to provide for the department's 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**

Analyze and assist in planning and developing program budgets; make recommendations for budget modifications; coordinate budget related activities among units of the department; conduct research, prepare complex budget and statistical reports and complete special assignments. **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. **E**

Train, supervise and evaluate assigned staff. **E**

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 four years of recent, increasingly responsible 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:

Application of advanced budgetary principles, systems, procedures and budgetary control techniques.
Automated data processing requirements.
Record keeping techniques.

ABILITY TO:

Reconcile diverse financial data, prepare complex reports, and make budget projections.
Organize and analyze data.
Prepare complex written and oral reports including recommendations.
Establish and maintain effective working relationships with all levels of staff and the public.
Prioritize and schedule work.
Operate a microcomputer using standard software.
Communicate effectively orally and in writing.
Train, supervise, and evaluate the performance of assigned staff.

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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