



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE OPERATIONS

DEPARTMENT/SITE: ADMINISTRATIVE OPERATIONS

SALARY SCHEDULE: Management (Group 02)

LEVEL: Range 01

WORK YEAR: 12 Months

REPORTS TO: SUPERINTENDENT

DATE CURRENT JOB DESCRIPTION APPROVED:

Board of Trustees effective: October 26, 2022

JOB GOAL/PURPOSE:

Under the general direction of the Superintendent, the Assistant Superintendent, Administrative Operations will take action to ensure that district facilities are educational sound, physically safe, and incorporate technology as an integral component of the overall system including the mission, vision, and goals of the district are realized. To improve the overall quality of education received by students, staff, and the school community through educational facility specifications including a systems approach to the use of technology. The class is responsible for the collaborative development of a facility master plan, educational specifications program including the development, installation, and maintenance of the District's technology program. Incumbents in this classification provide the school community with enhanced, forward-looking facilities and technology related systems that directly support student learning.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent, Administrative Operations is a member of the Superintendent's Cabinet and the leadership team; the class is responsible for the vision, planning, implementation, operation and reliability of a major core district support program: facilities, educational specifications, and technology for both the administrative/business functions and for educational services. The class is responsible for managing the District's facilities master plan, capital program project plans, the technology budget. Serve as the district's representative in planning and developing facilities, including modernization and reconstruction; selecting, directing, supervising, and evaluating the activities of employees assigned to the Facilities, Maintenance, and Operations and Technology departments; and has frequent contact with employees throughout the District as well as with from architect, construction contractors, construction management agents, and technology program representatives.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Responsible for short- and long-term planning for facilities and technology systems and structures.
- Assist with the implementation of the goals outlined in the District's mission and vision.
- Work with District departments and site leaders to plan and support facility and technology projects.
- Provide guidance and direction to the Director Maintenance, Operations & Facilities on related projects.
- Work collaboratively with Assistant Superintendent, Business Services to align capital facility planning projects budgets.

- Serve as the Superintendent's representative with citizen groups and political subdivisions of city, county and state government; work with governmental and corporate agencies.
- Develop, install and maintain administrative and instructional computing and networking systems.
- Design and implement custom programs for all administrative and instructional departments.
- Write reports and provide public presentations on the accomplishments, initiatives, activities and plans of District facilities and the Technology Department.
- Conduct purchasing, contracting, RFP's and bids for projects, systems, and equipment.
- Solicit and select among E-rate bids, and track performance of vendors and costs for the program.
- Oversee the development of system databases.
- Provide training and technical assistance to instructional, administrative and support staff.
- Lead, supervise, and evaluate the performance of employees assigned to Maintenance, Operations, and Facilities and Technology Departments.
- Coordinates installation and repair on instructional and administrative equipment and software.
- Oversees purchase, receipt and distribution of equipment and software.
- Maintain and operate equipment inventory.
- Budget for and plan technology system improvements and ongoing operations of the departments.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- The District's plans, policies and procedures related to personnel and technology use.
- Computer/network design, implementation, maintenance and troubleshooting.
- Technology related hardware, software, communication systems, networks (local and wide area), repair and service.
- Theory and practice of building construction, maintenance and operations.
- Student information systems and state reporting and testing systems (CALPADS, CBEDS, CAASPP and ELPAC).
- Budget planning, development and implementation for technology systems.
- Project planning and security systems access control and surveillance cameras.
- Effective planning, evaluation and supervisory skills.
- Estimating fiscal impact, budget preparation and control of department budget; district positions and Procedures relating to computing requirements and best practices.
- Data security and backup best practices and procedures.
- All related technology use laws and regulations (e.g. LCAP, LCFE, CAASPP, CIPA, and ERATE).
- Privacy laws and policies pertinent to information systems containing student and employee data.

Skills:

- Manage multiple projects simultaneously.
- Articulate a strategic vision for the District's technology plan that supports the overall District Strategic Plan.
- Collaborate with other District leaders and program managers to identify current and future technology support needs for those programs.

Ability to:

- Compile and maintain accurate and complete records and reports.
- Work effectively under pressure; work as a team member of the District staff.
- Make clear presentations; identify, analyze and present alternative solutions to complex problems with recommendations.
- Make decisions at an appropriate level within the district decision making model.

- Develop, install and maintain administrative and instructional systems, including technology networks (both local and wide area) and communication devices.
- Design and implement programs for all administrative and instructional departments.
- Provide training and technical assistance to instructional, administrative, and support staff when appropriate.
- Plan, coordinate and organize District purchasing, repair, maintenance, replacement and disposal services related to technology.
- Oversee the maintenance and operations of the fixed asset inventory, software library/licensing and checkout system.
- Select, supervise, train, and evaluate assigned staff.
- Perform budget planning and control for assigned projects.
- Plan, manage and deploy multiple fast-paced projects simultaneously (e.g., new systems and structures).

EDUCATION REQUIRED:

Bachelor's Degree from an accredited college or university with a major in Technology, Computer Science or Engineering. Desirable to possess additional training and technical certifications for a variety of commonly installed technology equipment, software applications, operating systems, network management, VOIP, firewall and security, and database design and development tools. Up to four (4) years of additional full-time, paid qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the degrees.

EXPERIENCE REQUIRED:

Four (4) years of full-time experience working directly with the installation, maintenance and repair of information and communication network systems of which two years must have been at an increasingly responsible supervisory or management level. Experience in school district technology systems is desirable.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable Proficiency Exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors in a computer lab, a school site, an office environment and occasionally requires sitting for extended periods.
- Lift and move equipment and objects weighing up to 50 pounds.
- Operate a computer keyboard and other office equipment and maintain paper files and documents.
- Grasp, hold and manipulate objects.
- Kneeling, bending at the waist, sitting, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Exchange information in person or on the telephone
- Read documents and computer screen
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions

and assisting staff at school sites

- Exposure to intermittent noise and interruptions typical of a school environment
- Potential for contact with bloodborne pathogens and communicable diseases
- Occasional operation of a vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites