

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA



JOB DESCRIPTION

| | |
|-------------------------|------------------------------------|
| POSITION TITLE: | Manager II, Administrative Support |
| CONTRACT YEAR: | Twelve Months |
| SALARY BAND: | B |
| BARGAINING UNIT: | ESMAB |

PREFERRED QUALIFICATIONS

EDUCATION: An earned ~~associate's~~ bachelor's degree in business administration, building construction, engineering or other related field from an accredited institution.

EXPERIENCE: Minimum of ~~six (6)~~ four (4) years, within the last eight years, of experience and/or training in the field related to the title of the position.

OR

MINIMUM QUALIFICATIONS

EDUCATION: ~~Standard high school diploma or satisfactory completion of an approved General Education Development (GED) testing program.~~ An earned associate's degree in business administration, building construction, engineering or related field from an accredited institution.

EXPERIENCE: Minimum of ~~eight (8)~~ six (6) years, within the last ten (10) years, of experience and/or training in the field related to the title of the position.

ADDITIONAL REQUIREMENTS

REQUIRED Ability to coordinate, schedule and supervise staff located at multiple facilities, working various shifts. Must possess excellent communication skills and be able to work directly with senior management and elected officials. Must be able to work flexible hours, be "on call" 24 hours a day, 7 days a week, and be able to make site visits any time between 6:00a.m. to midnight on a daily basis. Computer skills

required as ~~are needed~~ required for the position.

PREFERRED

~~Preferred degree major in business administration, building construction, engineering or other field related to the title of the position. Preferred e~~Experience in construction, maintenance, personnel administration, ~~etc.~~, including at least three (3) years in a supervisory position involving a work force of five (5) or more employees. Bilingual skills preferred.

REPORTS TO:

Chief of Staff

SUPERVISES:

~~All employees responsible for maintaining and servicing facilities designated as administrative sites.~~ Staff as assigned

POSITION GOAL:

To oversee Official School Board Records, the coordination of Superintendent travel and visitations within the District and the custodial services, maintenance, grounds, deliveries, mailrooms, security, parking, budget, bookkeeping contractors, etc. of all locations designated as administrative sites.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Manager II, Administrative Support, ~~which is minimally responsible for K. C. Wright Administrative Center (KCW), Technology and Support Services Center (TSSC), Sailboat Bend Complex, METRIC, HORTT, Title One and Old Dillard Museum,~~ oversees all administrative site locations and shall:

- ~~1. prepare work schedules for employees assigned to the various administrative sites; select necessary personnel and maintain appropriate records relative to personnel; responsible for answering first step grievances.~~
- ~~2. oversee all facilities related activities for School Board meetings, retreats, workshops, etc.~~
- ~~3. supervise staff assigned to handle the internal pony mail process, U.S. Mail, Federal Express and overnight mail services at both KCW, TSSC and North Central Superintendent's Office.~~
- ~~4. oversee preparation for offsite Board Meetings, Town Hall, Retreats, and Boundary Hearings, including equipment, security, furniture setup; coordinate technology needs with appropriate departments/individuals.~~
- ~~5. develop and implement logs and/or databases to keep track of all items that are delivered or stored at the loading dock and supervise staff assigned to the loading docks at both KCW and TSSC.~~
- ~~6. oversee custodial services performed by in-house staff and outside contractors; act as contract administrator for contracted services.~~
- ~~7. maintain the air conditioning systems, both the complex computer controlled systems and chilled water systems, at the various locations.~~
- ~~8. resolve electrical problems at all administrative sites and resolve any issues which~~

- ~~may arise with regard to electrical outages/shortages; maintain generators and ensure that they and other electrical equipment are inspected; maintain service agreements.~~
- ~~9. work with security to determine the procedures for after hours use of the building and maintain accurate and secure records of use, including the time and signatures of personnel entering and exiting the building.~~
- ~~10. arrange for the prompt and sanitary removal of trash, garbage, broken or discarded furniture or other items needlessly requiring storage space.~~
- ~~11. maintain the fire alarm system and assure appropriate staffs at all location are trained in fire evacuation procedures, including procedures for evacuating disabled people.~~
- ~~12. oversee staff responsible for general maintenance and office reconfiguration.~~
- ~~13. maintain parking facilities at KCW, including inside structure and outside lot, which is contracted out; responsible for contract administration and bidding of contract.~~
- ~~14. prepare budget.~~
- ~~15. order materials and supplies as needed.~~
- ~~16. meet with furniture vendor to address additional furniture needs.~~
- ~~17. troubleshoot custodial issues communicated by Board Members, Superintendent, Area Superintendents, etc.~~
- ~~18. assist State Attorney and/or other law enforcement entities when directed by the Superintendent.~~
- ~~19. manage leased facilities and address tenant concerns.~~
- ~~20. coordinate agenda deliveries to Board Members, Superintendent, and Construction Review Committee.~~
- ~~21. serve on committees as required.~~
- ~~22. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.~~
- ~~23. participate successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments.~~
- ~~24. review current developments, literature and technical sources of information related to job responsibility.~~
- ~~25. ensure adherence to good safety procedures.~~
- ~~26. follow Federal and State laws, as well as School Board policies.~~
- ~~27. perform other duties as assigned by the Chief of Staff or designee.~~

A. Official School Board Records

- 1. oversee the preparation and distribution of all materials associated with the conduct of all School Board meetings and workshops; attend all meetings to provide administrative support.
- 2. oversee the preparation and all facilities-related activities for School Board meetings, workshops, offsite Board meetings, Town Hall, retreats, and Boundary Hearings, including security, furniture setup and coordination of technology equipment with appropriate departments/individuals.
- 3. oversee the development and maintenance of systems to track all follow-up action items resulting from School Board meetings.

B. Superintendent Support

4. arrange and coordinate all logistics associated with Superintendent events and visitations throughout the District; attend all meetings to provide administrative support.
5. coordinate all security measures associated with dignitary visits and meetings with the Superintendent.

C. Administrative Support

6. supervise and prepare work schedules for employees assigned to the various administrative sites; select necessary personnel and maintain appropriate records relative to personnel; responsible for answering first step grievances.
7. develop and implement logs and/or databases to keep track of all items that are delivered or stored.
8. oversee custodial services performed by in-house staff and outside contractors; act as contract administrator for contracted services; troubleshoot custodial issues communicated by Board Members, Superintendent, and other senior leadership.
9. maintain the air-conditioning systems, both the complex computer controlled systems and chilled water systems, at the various locations.
10. resolve electrical problems at all administrative sites and resolve any issues which may arise with regard to electrical outages/shortages; maintain generators and ensure that all electrical equipment is inspected; maintain service agreements.
11. work with security to determine the procedures for after-hours use of the building and maintain accurate and secure records of use, including the time and signatures of personnel entering and exiting the building.
12. maintain the fire alarm system and assure appropriate staffs at all location are trained in fire evacuation procedures, including procedures for evacuating disabled people.
13. maintain parking facilities at KCW, including inside structure and outside lot; responsible for contract administration and bidding of contract.
14. prepare budget; order material and supplies; meet with vendors to address furniture needs.
15. assist State Attorney and/or other law enforcement entities when directed by the Superintendent.
16. manage leased facilities and address tenant concerns.
17. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
18. participate in the training programs and remain updated of best practices related to the job responsibilities.
19. ensure adherence to good safety procedures.
20. follow Federal and State laws, as well as School Board policies.
21. perform other duties as assigned by the Chief of Staff or designee.

SIGNIFICANT CONTACTS –frequency, contact, purpose, and desired end result:

Frequent interaction with senior leaders, all levels of employees and external stakeholders in coordinating and providing administrative support to the School District.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approval: 6/20/2000

Adopted: 7/18/2000

Organizational Chart Realignment: May 9, 2000

Board Adopted: 3/16/04

Revised: 10/1/2012

2012-13 Organizational Chart

Position Factor Listing

Manager II, Administrative Support
Point Range: 845-944

Position Factors

1. Knowledge: Combined required **minimum education/experience for competent performance**

| <u>Education</u> | <u>Experience Range - Years</u> | | |
|----------------------------|---------------------------------|------------|-----------|
| | <u>Up to 3</u> | <u>4-7</u> | <u>8+</u> |
| A. High School | 1 | 2 | 3 |
| B. A.A/Vocational training | 1 | 2 | 3 |
| C. B.S/B.A. | 1 | 2 | 3 |
| D. M.S/ M.A. | 1 | 2 | 3 |
| E. MS+ (Sr. Mgmt.) | 1 | 2 | 3 |

2. Human Relations Skills: All interpersonal skills required to produce the desired end result

| <u>Required skill level</u> | <u>*Organization Contact Level</u> | | | |
|---|------------------------------------|---|---|---|
| A. Moderately important; courtesy/tact | 1 | 2 | 3 | 4 |
| B. Important; communicate ideas/lead team | 1 | 2 | 3 | 4 |
| C. Very important; influencing others; supervise/manage | 1 | 2 | 3 | 4 |
| D. Critical to end result; convincing others; lead/motivate | 1 | 2 | 3 | 4 |

***Definitions**

1 - Immediate workgroup

2 - Outside of immediate workgroup

3 - Assistant/ Associate/Deputy Superintendents

4 - Superintendent, School Board; critical external parties

3. Problem Solving: Thinking environment to perform job duties

- A. Follow established routine and well-defined patterns
- B. Some analysis; known solutions
- C. Apply established principles; determine method
- D. Follows broad policies; known objectives
- E. Establish policies based on goals/strategies

4. Decision Making Freedom: Freedom to take action

- A. Follows instructions; refer decisions to a higher authority
- B. Occasional independent action; interpret practices/procedures
- C. Independence within specialty area; report progress
- D. Frequent independent action; may impact other areas
- E. Regular independent action; follows broad policies

Point Factor Listing (cont.)

Manager II, Administrative Support

Point Range: 845-944

5. Position Impact: Degree of job impact on the District

- A. Minor to total organization; moderate to work unit
- B. Advisory to work unit; used by others to take action
- C. Substantial support, advice, and counsel to work unit
- D. Substantial direct impact on unit's results
- E. Authoritative to unit/substantial to District

Position Analysis Criteria

| 1. Knowledge | 2. Human Relations Skills | 3. Problem Solving | 4. Decision Making Freedom | 5. Position Impact |
|--------------|---------------------------|--------------------|----------------------------|--------------------|
| A2 | C4 | C | C | C |