



RUSD

RIVERSIDE UNIFIED
SCHOOL DISTRICT

TITLE: Assistant Superintendent, Operations

WORK YEAR: 220 Days

NON DUTY: 26 Days

REPORTS TO: Superintendent

PRIMARY FUNCTION:

Under the direction of the Superintendent, the Assistant Superintendent of Operations plans, organizes, controls, directs and provides oversight over the Maintenance, Operations, and Transportation Department and Facilities Planning and Development department. Provides leadership for the district in all aspects of facilities including long-range planning, bond elections, communication with local agencies, developers, contractors and the public at large, facilities acquisition, construction management, application for state facilities fund eligibility and approval, developer fee program, enrollment projections, and attendance boundaries along with day to day maintenance of the facilities.

REPRESENTATIVE DUTIES:

- Plan, organize, control and direct a variety of programs, projects and activities related to operations including maintenance, operations, transportation, facility planning, development and construction.
- Represent and negotiate District interests in project planning and interagency relations with state and local government, business agencies, staff, parents and community members.
- Analyze funding sources for capital facilities and design District participation for maximizing funding qualification.
- Provide technical expertise regarding assigned functions; formulate and develop policies and procedures; review and evaluate services and make necessary adjustments.
- Provide the Board and Superintendent with information and data to support recommendations and decisions; inform the Board and Superintendent of matters related to long-range planning and necessary policy changes.
- Develop and implement long and short-term plans and activities including recommended prioritization of resources; meet with the Superintendent and Cabinet to develop goals, make decisions and provide direction and leadership for the overall District; attend Cabinet, Leadership Team, Bond Oversight Committee meetings, and Board of Education meetings and prepare Board agendas and briefings; follow up on Board issues as appropriate; present on-going reports to Board regarding facilities budget planning, project implementation, and construction issues.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; assure accuracy of federal and state reporting regarding operational services; prepare and maintain records and reports, including property contracts, insurance policies, legislative updates and other related reports.
- Communicate with other administrators, District personnel and contractors to coordinate

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activities and programs, resolve issues and conflicts and exchange information to assure effective services.

- Oversee the planning of new facilities and/or modernization; negotiate site purchases; manage architect and construction contracts; establish development schedules and monitor progress; develop alternatives for financing facilities as needed.
- Supervise, develop and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates; manage personnel related issues in the division.
- Develop and prepare the annual budget for the facilities, maintenance and operations, transportation, and construction categories; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
- Analyze and make recommendations regarding cost effectiveness of facilities, and maintenance, operations and transportation services.
- Monitor and review existing and proposed laws and regulations affecting operational services.
- Administer, plan and direct the District maintenance, operations and transportation programs; direct the development and implementation of short and long range plans and programs related to facilities maintenance including preventative maintenance; monitor and authorize expenditures in accordance with established guidelines.
- Administer, plan and direct the District facility planning and management; develop and implement long and short term plans, the planning and funding of major District facilities projects, and prioritization of resources.
- Administer, plan and direct the variety of contracted projects related to the construction, repair, remodeling, and upgrading of District facilities; direct the design, planning, inspection of projects and selection of related professionals; direct the coordination of District contracts with contractors, design professionals and inspectors.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Administration of facilities, transportation, and maintenance and operations departments; school business management including facilities acquisition, construction, maintenance, and other assigned areas; project budget preparation and control; oral and written communication skills; principles and practices of administration, supervision and training; applicable laws, codes, regulations, policies and procedures affecting facilities, transportation, and maintenance and operations; Interpersonal skills, using tact, patience and courtesy; operation of computer equipment and specified software; computer programs that support efficient processing and managing of data for facilities planning; public contract code; and construction management techniques.

Ability to:

Plan, organize and direct a variety of services related to facilities, transportation, and maintenance and operations; communicate clearly and concisely, both orally and in writing; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative relationships with all people encountered in this position; effectively supervise employees; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; work independently with little direction; plan, organize and direct complex projects; prepare comprehensive narrative and statistical reports; supervise and evaluate the performance of assigned staff; maintain current knowledge of technological advances in the field; maintain current knowledge of program rules,

regulations, requirements and restrictions; demonstrate expertise and knowledge of computer programs that support efficient processing and managing of data for facilities planning; operate a computer and applicable software; stand or walk for extended periods to conduct inspections; inspect repairs and safety issues; drive a vehicle to conduct work.

EDUCATION AND EXPERIENCE:

Master's degree, doctorate preferred and five (5) years of progressively responsible senior management experience in a comparable size municipal or education institution.

CERTIFICATES/CREDENTIALS/LICENSES:

Valid California Driver's License and proof of current California auto liability insurance.

WORKING CONDITIONS:

Physical:

While performing the duties of this position, the employee is required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental:

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

Environment:

While performing the duties of this job, the employee will work indoor, outdoor, office shop and construction environment. The employee will work with noise from equipment operation. The employee will be on call.