



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR PROPERTY MANAGEMENT AND MAINTANENCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8457
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides overall leadership and drives performance for Property Management and Maintenance, Support Services and special projects. Establishes procedures for management and maintenance of all Jefferson County Public School property in support of the school District's mission.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership, direction and strategic, operational and financial planning to Housekeeping Services, General Maintenance, Renovations and Grounds departments, and Support Services and special projects

Assumes responsibility for operational excellence of all property management and maintenance to ensure the delivery of quality services and outcomes in support of the Jefferson County School District mission

Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services

Develops and implements creative structure, programs, and services to respond to District needs efficiently and effectively

Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources

Develops and implements services which increase reliability of existing District property

Works continually to improve service through quicker response and increased accountability

Develops and implements activities to increase responsible stewardship of District property

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience working with employees in related fields, such as general construction, maintenance, housekeeping, etc.

Demonstrated ability to prepare easily understood reports

Experience in general construction, maintenance, and/or housekeeping

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced degree and/or certifications
Experience in supervision of unionized workforce
Experience in a diverse workplace