

Associate Superintendent – Facilities Division

Position Details

Reference Code: A072

Division: Operational Services Unit

Classification: Administrator

Terms of Employment: At-Will, Equivalent to Range 47 of the Unified Administrative
Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

Position Summary

This position functions to serve as the responsible for providing comprehensive leadership for the Facilities Division with emphasis on the efficient, safe, and healthful utilization of facilities and maintenance services. The individual selected for this position will be directly responsible to the Chief Financial Officer, Operational Services Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Manages the Bond Oversight Committee; establishes regular meeting schedules, answer inquiries; provides reports; shares concerns and issues raised with the Chief Financial Officer, Superintendent, and Clark County School District Board of Trustees.
2. Develops, recommends, interprets, and evaluates Facilities Division goals and objectives and standards; recommends and implements resulting policies, regulations, and procedures.
3. Administers demographic research, school planning, land acquisition, school construction, and contract development.

4. Develops and implements District facility master plans, cost estimations, and processes; develops short and long-term plans.
 5. Analyzes the scope, plans, and budgets of projects to ensure that they are adequately funded and funding sources are maximized.
 6. Coordinates the planning and budgeting of bond projects and non-bond projects including those with multiple funding sources.
 7. Interprets, explains, and answers public and District inquiries regarding project construction and utilization, facilities policies, project funding, asset management procedures, and bond measure requirements.
 8. Monitors the administration of a capital funds budget; plans and administers an operating budget for the department.
 9. Monitors and reviews existing and proposed laws and regulations affecting school construction, finance and management; serves as liaison with regulatory agencies to ensure compliance with design and building codes, represents the District in local, state, and federal legislative processes related to school facilities construction and modernization projects.
 10. Provides pertinent information, reports progress and needs, and recommends actions concerning the Facilities Division to the Chief Financial Officer.
 11. Provides information for the Board of Trustees, central office staff, field staff, parents, and the community; supports schools in their relations with these same groups.
 12. Represents the District in meetings with local public agencies, business organizations, community groups, etc.
 13. Coordinates the activities of the division with other units, divisions, departments, schools, and outside agencies, as necessary.
 14. Initiates recommendations for staffing needs; provides for the selection, orientation, training, development, and maximum utilization of assigned staff.
 15. Stays abreast of Facilities Management best practices, new technologies, market dynamics, and trends.
 16. Supervises and evaluates the performance of assigned staff in accordance with preplanned and mutually understood performance goals.
 17. Performs other duties related to the position, as assigned.
-

Position Expectations

1. Ability to both direct and implement major projects and initiatives. Excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.

2. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
3. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
4. An understanding of the change process and its relationship to current trends in large urban school districts.
5. Ability in planning, scheduling, and allocating resources, reaching logical conclusions and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
6. Effectiveness in using computer technologies to enhance professional development opportunities and to manage departmental functions.
7. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the school district.
8. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self.
9. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
10. Ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to provide equal opportunity for all.
11. Ability to represent the school district in the community through business partnerships and activities.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in a related field.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Demonstrated knowledge of goal-setting and performance assessment in an organization of at least 3,000 employees.
3. Ability to assimilate complex information into clear, concise reports and presentations.
4. Ability to assess the needs of a broad range of constituencies and incorporate necessary elements into an operational plan.
5. Demonstrated knowledge of fiscal management, cost controls, accounting procedures, budget development, and supervision.

Preferred Qualifications

1. Master's degree from an accredited college or university.
2. Engineering and/or building construction training and licensing.
3. Municipal planning experience.
4. Experience in public sector facility construction, operations, and rehabilitation.
5. Knowledge of design, construction, supervision, and management of large construction projects.
6. Knowledge of maintenance rehabilitation, modernization, and operations of large facilities.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 01/23/19
- Created: 11/17/08