

## SUPPORT SERVICES ADMINISTRATOR

### DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position in a school district which functions in an administrative and supervisory capacity under the general supervision of the Superintendent of Schools. An incumbent in this class is responsible for operational activities including but not limited to buildings and grounds, transportation, food service, budgeting, payroll, purchasing, health and safety, and supervision of all non-teaching personnel engaged in these activities.

### TYPICAL WORK ACTIVITIES:

1. Develops and administers the school district budget, including supporting data, records, schedules and payroll;
2. Supervises the operation of the school business office and business office personnel;
3. Is responsible for requisitions, specifications, bids, purchase order issuance for bid and non-bid items, purchase order verification for payment, contract compliance, and performance inspection and completion approval;
4. Supervises the operation of the food service program, including but not limited to, operations and service, cafeteria revenues, food purchases, cafeteria supplies and equipment purchases, state and federal financial aid, state and Federal food aid, and employee requirements for performance;
5. Supervises all phases of district buildings and grounds activities, including but not limited to; operations and maintenance, construction modifications and additions, and staffing requirements;
6. Coordinates, supervises and may participate with assigned staff in the safe and efficient maintenance, repair, and operation of school district buildings and grounds;
7. Develops, schedules and manages a preventive maintenance program designed to maintain buildings and grounds in safe and proper operating condition;
8. Conducts periodic inspections of buildings and grounds to assure safe and proper operating conditions and to identify the need for maintenance, repair or alterations;
9. Prepares preliminary plans, specifications and cost estimates on repair or alteration projects;
10. Directs snow removal and ice control activities;
11. Participates in the selection, training, and development of subordinate staff;
12. Confers with school administrators on maintenance, repair, and operational needs;
13. Schedules assigned staff to assure coverage of regular and special school activities;
14. Prepares requisitions for purchases and accounts for maintenance and repair supplies, parts, and equipment;
15. Provides general supervision to the Facilities and Operations Department, including maintenance planning, staff training, and personnel evaluation;
16. Oversees compliance and develops training programs in safety and insures compliance with OSHA and NYS/DOT regulations and requirements; implements health and safety mandates for the district including asbestos removal;
17. Conducts periodic inspections of maintenance projects and facilities; assists with the implementation and management of the self-insured Worker's Compensation program;
18. Oversees the risk management function;
19. Oversees building cleaning, grounds and courier operations;
20. Supervises all phases of the transportation program including but not limited to operations and service, bus routing, scheduling, driver training, vehicle purchasing and maintenance, safety, vehicle inspections, state aid and staffing requirements;
22. Prepares and/or assists in the preparation and development of transportation, maintenance, and operation budgets and subsequent justification;
23. Does related work as required.

**SUPPORT SERVICES ADMINISTRATOR** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of public administration; thorough knowledge of the laws, rules and regulations of purchasing, transportation and facilities management and food management as they relate to public school districts; good knowledge of accepted safety practices employed in the use of construction equipment and hand and power tools used in school districts; ability to learn transportation, health and safety laws, policies and regulations applicable to school districts; ability to prepare complex written reports; ability to use personal computers (general understanding of spreadsheets, databases, and word processing); ability to plan and supervise the work of others; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; initiative; resourcefulness; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     A master's degree in accounting, school or public administration or business administration from a regionally accredited or New York State registered college or university and three (3) years of satisfactory business management or accounting experience;
- OR:            (B)     A bachelor's degree in accounting, school or public administration or business administration from a regionally accredited or New York State registered college or university and four (4) years of satisfactory business management or accounting experience;
- OR:            (C)     Graduation from high school or possession of a high school equivalency diploma and eight (8) years of the experience in (A) and (B) above.

**SPECIAL REQUIREMENT:**

An appointing authority may require a valid asbestos license at time of appointment or ability to secure Handler, Supervisor, Inspector Class Licenses.

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ADOPTED:   01/12/93  
REVISED:   02/23/93  
              06/17/96