KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED SEPTEMBER 2019
RANGE: SCHEDULE #88
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8

ADMINISTRATOR – SUPPORT SERVICES

DEFINITION
Provide budgetary, personnel and regulatory oversight for the following departments in the Support Services realm to include Division of Technology Services, Maintenance and Operations and Transportation Services. The Administrator of Support Services will also participate at the Cabinet level of Administration for the elected Kern County Superintendent of Schools. This position will report directly to the Assistant Superintendent, Support Services.

EXAMPLES OF DUTIES
Work in conjunction with the Director of Facilities and Director of Maintenance and Operations to coordinate maintenance issues and budgeting to include repairs and modernization;

provide advisory information, management of the School Service Center site, management of internal and external Technology Services, and recommendations concerning pupil transportation issues to all Kern County school districts;

assist with grants and/or form county-wide consortiums and cooperatives in an effort to secure additional pupil transportation funding for schools of Kern County;

perform legislative analysis of bills introduced regarding all facets of Support Services in consideration of KCSOS operations and that of the 47 affiliated districts;

write correspondence, make verbal presentations and handle media and public concern issues pertaining to the Division of Transportation, Maintenance and Operations and Technology Services;

conduct department orientations and staff meetings as necessary;

provide supervision and leadership of Maintenance, Operations and Transportation, and Technology directors and oversight of department staff;

oversee all maintenance reports, safety issues and contracts as needed by the division.

QUALIFICATIONS
Knowledge of:
Knowledge of safe working methods and procedures;

principles, methods, and procedures of organization, supervision and employee motivation.

Ability to:
Interpret and reinforce the California Vehicle Code, California Code of Regulations Title 13 and California Education Code pertaining to the transportation of K-12 students, data privacy and security for all protected information under Title 5 and the California Education Code;

maintain a cooperative, stable, productive and cohesive workforce made up of a large number and diversity of employees;

manage a cross section of skilled trades knowledge to include, building maintenance, grounds, warehousing, driver training, dispatching, student transportation, route planning and vehicle maintenance;

administer and adhere to the concepts of progressive discipline;

supervise the development and management of department budgets;

perform required supervision of staff.

Experience:
Experience in managing a department/division is required.

Education:
BA/BS degree required.

Conditions of employment:
This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

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