

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED APRIL 2025
SALARY SCHEDULE #88
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

EXECUTIVE DIRECTOR – OPERATIONAL SUPPORT

DEFINITION

Under general supervision, provide budgetary, personnel and regulatory oversight for the following departments in the Operational Support division to include Maintenance and Operations, Food & Nutrition Services, and Transportation Services.

EXAMPLES OF DUTIES

Work in conjunction with division leadership to coordinate maintenance issues and budgeting to include repairs and modernization;

provide advisory information, management of the School Service Center site, food and nutrition 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 Operational Support 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 Food & Nutrition Services;

conduct department orientations and staff meetings as necessary;

provide supervision, guidance, direction, and mentorship to leadership in assigned departments

supervise and evaluate the performance of assigned staff;

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

perform other related duties as assigned.

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, food service, student transportation, route planning and vehicle maintenance;

administer and adhere to the concepts of progressive discipline;

supervise the development and management of department budgets.

Experience:

A minimum of five (5) years experience managing a department/division is required.

Previous leadership experience with a school district or county office of education is preferred.

Education:

BA/BS degree required.

Conditions of employment:

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.

CP: rn

4/4/2025

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Formerly Administrator – Operational Support 2024