



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Chief Facilities Officer		Board Approved: February 1, 2011
Position Level: Administrative Salary Schedule	FLSA Status: Exempt	Reports to: Superintendent
May be assigned as: 10-month, 11-month, or 12-month		

GENERAL DESCRIPTION

The role of the Chief Facilities Officer is to provide leadership and assume management responsibility for implementing the district's vision, mission, and goals within the Facilities Division to support the educational programs throughout the district.

This position will plan, schedule, and coordinate the design and development of current and future construction projects. The selected candidate will have expertise in long- and short-range facilities planning; construction; maintenance; renovation; and preparing, implementing, and supervising budgets; preferably educational facilities. Serve as immediate supervisor within the assigned staff's area of responsibility.

KEY RESPONSIBILITIES

- Provide leadership, direction, and oversight to the Facilities departments.
- Manifest a professional code of ethics and values.
- Model the routine, intentional, and effective use of technology in daily work including communications, organization, and management tasks.
- Develop and oversee programs for quality assurance, process improvement, and productivity enhancement.
- Ensure adherence to policies and procedures.
- Ensure district compliance with all applicable codes, rules, and statutes.
- Facilitate communication between the Facilities departments and other internal and external entities.
- Maintain liaison with federal, state, and local agencies regarding programs and services.
- Promote and provide for staff development opportunities.
- Assist in the preparation of the district operation and capital improvement budgets.
- Develop the district long-range capital improvement plan.
- Oversee the selection and performance of architects, engineers, and contractors.
- Ensure adherence to budget and established financial controls.
- Ensure both capital and major maintenance projects are coordinated with appropriate agencies.

Serve as key focal point for dissemination of information from and to the Facilities departments.

Oversee the development and implementation of the Facilities strategic plan.

Maintain working relationship with district- and school-level administrators to ensure information exchange and coordination of efforts.

Develop and submit required materials for departmental meetings as well as School Board Meetings and / or Workshops.

Prepare all required reports and maintain all appropriate records

Attend functions and meetings involving district schools as selected or directly assigned.

Direct the assignment of duties to department personnel.

Direct, review, and evaluate annual performance of staff; and make recommendations for appropriate employee action.

Keep the Superintendent informed of all pertinent issues.

CLASS SPECIFICATION

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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	Professional degree in one of the following - Educational Leadership, Business Administration, Architecture, Engineering, or Construction Management.
<i>Work Experience:</i>	Minimum of five (5) years experience in public school construction with at least three (3) years in administration/management is preferred.
<i>Impact of Actions:</i>	This position has primary responsibility for the long-range future of the district's construction and maintenance operations and affects operations beyond the scope of the district.
<i>Complexity:</i>	Work is broad in scope covering virtually the entire district's operations. Policy, procedures, and precedent are created and/or approved by this position. Problem-solving requires understanding and evaluation of the impact on the district.
<i>Decision-Making:</i>	Supervision available on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with districtwide policies. Decisions may have long-term impact on the district.
<i>Communications:</i>	Requires developing and maintaining ongoing internal and external relationships involving difficult, formal negotiations. This calls for a well-developed sense of timing, strategy and may involve detailed explanation and interpretation of policies, rules, and regulations. Coordinate with city, county, state, and federal governmental entities to ensure compliance with state statutes. Requires the handling of extremely delicate/sensitive relationships and complex situations.
<i>Managerial Skills:</i>	Has overall responsibility for the direction and guidance for the facility development and maintenance for the district.
<i>Planning:</i>	Five Years or More: Formal plans that are strategic in nature and have future impact beyond five years.
<i>Job-Related Knowledge and Skills:</i>	Multiple Professional Skills / External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, technical, and/or business knowledge to manage a major segment of the district. Recognized expert in the field and consultative resource by others outside the district.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.