

OPERATIONS & MAINTENANCE ADMINISTRATIVE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class has the responsibility for assisting in the planning and coordination of a school district's maintenance and operational services. Duties may vary in accordance with the scope of the position dependent on projects in process, but the general responsibility of the incumbent is to assist the school district administrator as a supervisory representative of the school district in operations and maintenance related matters. Such oversight consists of a review of projects in process, consultation with outside agencies, consultants and/or vendors, and regular reporting to the project administrator as to the progress of the projects. The work is performed under the general direction of the Superintendent, Assistant Superintendent or other higher level administrator, allowing leeway for the exercise of independent judgment. Supervision may be exercised over the work of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists with communication with architects, contractors and engineers on proposed projects or repair work; Reviews, comments and provides input on associated documentation;

Assists in the budgeting, scheduling and approval of all documentation associated with operations and maintenance work performed by employees of the school district and/or outside agencies and/or vendors;

Plans, compiles and maintains a variety of statistical, accounting and financial records and reports that relate to the Operations and Maintenance Programs well as transportation

Develops and implements accounting methods and procedures to track expenditures in the Operations and Maintenance Program, as well as transportation;

Supervises the preparation of correspondence and computerized reports pertaining to financial accounts and administration of the Operations and Maintenance Program, as directed by the Assistant Superintendent for Administration;

Assists in the coordination of leases, including State Education Department (SED) applications and other supporting documentation;

Processes and oversees all SED applications for building aid claims for capital projects construction, and related costs;

Compiles and maintains activity control records, schedules workload flow and coordinates work plans with other school units to minimize impact on the on-going school operations;

Prepares and maintains records and reports concerning department activities and submits progress reports to the administrative supervisor;

Oversees budget expenditures on materials, supplies, equipment and contracted services on a day-by-day basis;

Maintains inventory records on supplies and equipment;

Assists in the preparation of the annual Operations and Maintenance budget;

Attends administrative meetings to advise on the operation and cost of on-going or anticipated projects;

Assists in the review of the agency's general liability, property and student accident insurance policies, employee and construction bonds, Workers Compensation insurance rate setting and the processing of any liability or property insurance claims as they relate to the activities of the Operations and Maintenance Program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods of keeping and checking financial accounts and records; thorough knowledge of office terminology, procedures and equipment; good knowledge of the laws, rules and regulations pertaining to the required contracts, leases, permits, insurance etc. regarding school operations, maintenance, and capital projects; good knowledge of business arithmetic and English; ability to prepare and present written and oral reports; ability to make arithmetic computations quickly and accurately; ability to supervise the work of others; ability to maintain effective working relationships with various groups and agencies; willingness to respond to calls on a 24-hour a day basis; a high degree of accuracy; integrity; good judgment; tact; courtesy; honesty.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from an accredited college or university with an Associate's Degree including fifteen (15) credit hours in Accounting and five (5) years of full-time paid, or its' part-time equivalent, work experience in business operations and/or capital projects, one (1) year of which must have included or been supplemented by budget preparation; **OR**

B. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time paid, or its' part-time equivalent, work experience in business operations and/or capital projects, one (1) year of which must have included or been supplemented by budget preparation.

Note: Two (2) years of college may be substituted on a year-for-year basis for up to two (2) years of work experience as indicated above.

Special Requirement: Possession of a valid NYS Driver's License appropriate to the vehicles operated or otherwise demonstrates their ability to meet the transportation needs of the job.

ULSTER COUNTY
4580 OPR MTC CD
Classification: Competitive
OA

Adopted: May 20, 2021