

**Leon County Public Schools
Classification Specification**

Salary Grade 23

Summary Information:

Classification Title: Certified Building Official

Date Prepared: 01/2015

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

039	Cross Functional Collaboration	Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.
301	Department/School Administration	Administer, manage and coordinate the district wide operation of one or more levels of schools or departments.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
050	Management Analysis	Analyze organization structure, staffing levels, and operations. Conduct internal consulting projects.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
009	External Liaison	Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Includes legislative liaison, both federal and state. Does not include parent liaison.
043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies.
310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on non-educational programs and performance.

**Leon County Public Schools
Classification Specification**

Salary Grade 23

Activity Name (cont.)

074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district.
380	Facilities Planning	Plan new school facilities and renovations to existing facilities, including defining space needs and conducting and/or participating in public hearings.
381	Facilities Design	Design new facilities and renovations. Work with architects and users on design issues.
387	Construction Management	Supervise construction of new facilities and major renovations to existing facilities.
410a	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
393	License/Permit Development	Determine and direct process for appropriate licenses or permits.
005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
320	Budget Preparation	Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board.
320a	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
322a	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
316	Public Relations	Address questions, concerns and requests from members of the public.
314	Government Relations	Meet with elected officials and administrators of other school systems, the state, city, and county government.

**Leon County Public Schools
Classification Specification**

Salary Grade 23

Activity Name (cont.)

003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	M.A. or Ph.D. and six years related experience; or B.S. Degree or B.A. Degree in construction, engineering or architecture or related field and eight years related experience with two years supervisory/management experience, and, Standard Building Code Administrator Certification or, Provisional Building Code Administrator Certificate obtained within probationary period; or, Professional Engineer License (State of Florida); or, Registered Architect License; or, General Contractor License.
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision applies to one or more organizational units with full responsibility for results in terms of costs, methods, and personnel administration.
Effective Date:	02/25/2015