

Leon County Schools Classification Specification

Salary Grade 22

Summary Information:

Classification Title: Divisional Director, Support Services

Date Prepared: 04/2023

FLSA: Exempt

Position Number: 96210001

Typical Decisions and Recommendations to Others:

To effectively and efficiently manage and administer daily operations for the transportation and code enforcement departments within the division of Support Services and the development, recommendation, and promotion of comprehensive services, procedures and protocols to support the needs and goals of the Superintendent and District.

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 oversee the district-wide operation of one or more levels of schools or departments.
001	Direct Supervision	Control, review, verify, observe, and manage the 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, City, County, Blueprint and State and federal agencies, etc. Communication information internally. Includes legislative liaison, both federal and state. Does not include parent liaison.

310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
312	Board Reports	Conduct analyses and prepare reports for the Board and its committees. Includes time allocated to preparing for Board and committee meetings.
070	Data Analysis and Reporting	Analyze and interpret data that are regularly available on non-educational programs and performance.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and executive 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.
410A	Disaster/Emergency Services	On call to report to any District school or facility to provide emergency required services.
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.
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.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
316	Public Relations	Address questions, concerns and requests from members of the public.

Education/Experience:

Master's or Doctorate Degree and six (6) years related experience, two of which must include supervision of two or more employees.

Bachelor's Degree and eight (8) related experience, four (4) of which must include supervision of two (2) or more employees.

Preferred licensed architect, engineer, general contractor or building code administrator.