

**ASSISTANT DIRECTOR
(Group of Active Classes)**

ASSISTANT DIRECTOR, DESIGN & CONSTRUCTION SERVICES	11645
ASSISTANT DIRECTOR, FACILITIES MANAGEMENT	90250
ASSISTANT DIRECTOR, TRANSPORTATION SERVICES	52720

Definition

Participates in overall management of the operations of the assigned office including planning, organization, supervision, and administration; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Assists with management of office operations and work flow of subordinate supervisors and coordinators; may also be assigned responsibility to manage a unit assigned to the office; meets with school staff members, parents, or community to assess requirements of the office to which assigned; performs field inspections and investigations to ascertain status of work in progress; constructs cost estimates; participates in establishing short-, medium-, and long-range programs which will result in an effectively and efficiently run office; reviews work reports, prepares analytical data; provides direction and interpretation to office personnel based on procedures and guidelines established for the office, department or school division; analyzes vehicle and/or equipment usage and makes recommendations for acquisition and replacements; and serves as director in his or her absence.

Supervision Received/Given

Receives general direction from a director. Assists with oversight of the recruitment, screening, selection, assignment, supervision, and evaluation of personnel assigned to the office. Provides guidance and assistance to full-, part-time, and/or hourly employees, community agencies and businesses, as required.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in specialty of office or business administration, plus six years of progressively more responsible experience in a field appropriate to assignment, some of which shall have been in a supervisory or leadership capacity. Can demonstrate knowledge of principles, practices, procedures, codes, rules, or regulations in field to which assigned; ability to organize, direct, and coordinate the activities of one or more operational sections; and ability to develop short-, medium- and long-term plans and programs and to make major decisions on complex technical and administrative matters.



Revised: February 2005