



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 2/29/2024

Director, Management and Coordination

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administrative Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Facilities Services, Management and Coordination, Planning Services, Safety and Security, and Transportation.

Job Overview

The Director of Management and Coordination is a division leader responsible for representing the Department of Support Services in matters related to policy. Additional areas of responsibility include supporting the Assistant Superintendent in communication with division staff, elected officials, governmental and community organizations, as well as citizen groups and citizens-at-large. The Director is responsible for the coordination of the department's annual budget, as well as management of School Board policy as it pertains to the Department of Support Services. The Director is responsible for the oversight and management of the Division of the Office of Support Services including Administration Building Operations, Distribution Center and facility inventory management.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Supervises the development, preparation, and review of the annual budget and policy management for the Department of Support Services; Responsible for managing and execution of the operating budget for the Division of the Office of Support Services and the Office of the Assistant Superintendent of Support Services
- Supervises and evaluates administrative and classified staff within the Division of Support Services reporting to multiple locations performing diverse tasks
- Supports the Assistant Superintendent in matters related to School Board committees, including Finance and Facilities, Student Support and Services and Charter School
- Supports the Assistant Superintendent in collaborative efforts with the County of Loudoun staff, Election Board, Charter Schools, Parks, Recreation and Community Services, and General Services
- Regulates and oversees all Support Services published documentation and communications; Procures, contracts, and manages vendors and contractors for numerous functions and initiatives through multiple contracting vehicles
- Oversees and manages the office of Administration Building Operations including the mailroom, print production center, audio and video equipment, Distribution Center, public auction, school-based furniture and equipment, courier services, textbook inventory management, leased or rented real estate, and centralization and automation of district-wide facility use

- Manages and implements administrative space allocation for all departments and all facilities; Manages the Department of Lease Purchase budget and funds allocated for the Department of Support Services

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Business Administration or related field from an accredited College or University

Experience

Seven (7) years of experience in school or local government budget, accounting administration, project management and administration of facilities management

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrated experience in developing and tracking budgets
- Knowledge of state and federal statutes, regulations, and rules
- Ability to keep and maintain accurate records and to meet deadlines
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators and teachers

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.