



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 4/18/2024

Supervisor, Management and Coordination

Pay Scale: B

Level: 21

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, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Management and Coordination Supervisor is a leadership position responsible for administrative functions within the Office of Support Services. This position is responsible for the oversight and management of the Administration Building Operations Office, the Distribution Center, management of lease purchase funds and management of the Property Improvement Review Team.

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:

- Manages, supervises, and directs the Administration Building Operations Office, which includes but is not limited to daily operation, maintenance and cleaning of the administration building, management of the central office mailroom, management of the central office copy center and management of the school board rooms including all audio video equipment
- Manages, supervises, and directs of the Distribution Center, which includes but is not limited to; planning and procurement of system wide school furnishings, paper, the online public surplus auction and the management of the system wide internal mail system
- Manages of the Property Improvement Review Team to review, analyze and coordinate staff recommendations for approval or denial of any improvements or modifications to LCPS buildings and grounds
- Supports the Director of Management and Coordination with the development and implementation of the budget for the Office of Support Services and management of the database for the Department of Support Services' overall budget
- Supports the Director of Management and Coordination with the management of system wide administrative space utilization, including the central administration building and all remote and ancillary facilities either owned or leased by Loudoun County Public Schools
- Manages the Support Services Leadership Academy in conjunction with the Department of Human Resources and Talent Development

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

Experience

Seven (7) years of experience in performing varied administrative and fiscal control duties

Demonstrated experience in developing and tracking budgets

Licenses and Certifications

Knowledge, Skills, and Abilities

- Knowledge of the principles and concepts of business administration as applied to management of support services including knowledge of budgeting, purchasing, personnel, and supply management
- Ability to analyze data and operations in terms of management controls, systems, and procedures, and to implement changes accordingly
- Ability to establish program or service procedures, policies, and guidelines, and to relate these to objectives
- Ability to provide management and supervision to the office of Support Services, Administration Building Operations Office, and Distribution Center staff
- 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
- Possess leadership qualities and personal characteristics necessary to work effectively with members of the community, administrators, school board members, parents, 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 50 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.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.