

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

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Job Title: **Administrator, Auxiliary Services (119)**

Department / Location: Auxiliary Services

FLSA Classification: Exempt

Supervisors Title: Deputy Superintendent, Business Services    Contract: 242 days

Original date: 04/85    Revised: 03/92    Revised: 06/12    Revised: 07/25

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**GENERAL FUNCTION**

The **Administrator, Auxiliary Services** is responsible to provide leadership and direction to all departments providing auxiliary services (e.g. Nutrition Services, Maintenance Services, Custodial and Energy Services, Transportation Services and New Construction). Serves as a Cabinet Member for the Jordan School District Administration.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.
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**ESSENTIAL FUNCTIONS**

- Prepare and present reports and recommendations to the Board of Education (BOE) regarding the activities of the Division of Auxiliary Services and respond to their requests as required.
- Implement BOE goals, policies and guidelines that pertain to the Division of Auxiliary Services.
- Assist in providing, interpreting and disseminating information to employees, the community and media concerning activities of the Auxiliary Services Division and respond to their problems and concerns as required.
- Direct the assignment, supervision, evaluation and utilization of all personnel of the Auxiliary Services Division and administer policies and procedures that govern their management. Departments include Transportation, Custodial and Energy Services, Facilities Management, Maintenance Services, Nutrition Services and New Construction.
- Support the Department of Human Resources in employment and discipline of personnel and interpretation of personnel policies.
- Provide leadership and direction concerning the in-service programs and staff development efforts of the Auxiliary Services Division.
- Direct and supervise the fiscal operations of Auxiliary Services in areas of budget preparation and allocations, cost accounting, cost effectiveness, procurement of materials and equipment through proper bidding procedures and financial report preparation.
- Assist planning for future school sites, identify specific school sites for purchase, manage real property inventory, and assist in disposal of surplus property and equipment as required.
- Negotiate with potential sellers or buyers of property for recommended purchase by the BOE.
- Provide leadership and direction in planning and construction of physical facilities for the district while following district purchasing rules.
- Support health and safety of students utilizing buildings, grounds and other facilities at their highest level of safety.
- Create and maintain active and ongoing working relationship with municipalities property developers and other stakeholders within JSD boundaries.

- Monitor State and Federal projects and programs to assure that they comply with State and Federal regulation and to coordinate with the Utah State Office of Education on matters of compliance management within the Auxiliary Services Division.
- Utilize, when appropriate, the services of the district legal counsel.
- Develop, implement and evaluate short and long-range planning procedures and accountability procedures for all departments within the Auxiliary Services Division.
- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Keep abreast of current research, trends and developments in order to provide adequate physical facilities and auxiliary services.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires a Master's Degree from an accredited college or university.
- Requires a valid Professional Educator License for the State of Utah with a "License Area of Concentration" of "Administration".
- A minimum of five (5) years of administrative experience is required.
- Requires strong oral and written communication skills.
- Requires effective problem solving, organizational, multi-tasking and time management skills.
- Requires the ability to establish and maintain a positive working environment.
- Ability to provide leadership and direction in all matters relating to the auxiliary programs and practices throughout the district.
- Ability to manage appropriate budget allocations to provide fiscal accountability for auxiliary departments and /or programs.
- Successful experience working with District, State and Federal policies, procedures and/or laws related to district facilities and programs.
- Demonstrated ability to work effectively and cooperatively with individuals and groups throughout the District and with all levels of District employees, including administrative, licensed and classified personnel.
- Demonstrate ability to work effectively and collaboratively in groups and committees throughout the communities within JSD boundaries to include city, county and state leaders.

Ad **NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computers and office programs, standard machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, incumbent is regularly required to speak and/or hear. The administrator is frequently required to sit; stand; walk; may occasionally reach with hands and arms and stoop, kneel, or crouch. The administrator is occasionally required to use hands to handle or feel.
- The administrator must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*