

## **DIRECTOR OF SUPPORT SERVICES**

### **Purpose Statement**

The job of DIRECTOR OF SUPPORT SERVICES was established for the purpose/s of ensuring that departmental goals are met; services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; providing overall coverage of security services; and ensuring optimal utilization of personnel and other resources.

This job reports to SUPERINTENDENT

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### **Essential Functions**

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of building partnerships, as well as implementing and maintaining services and/or programs.
- Confers with local law enforcement personnel for the purpose of coordinating district security operations and collaborating on investigations.
- Develops proposals, new programs, budgets and grant opportunities for the purpose of meeting District goals.
- Manages a wide variety of program components for the purpose of ensuring district compliance with state, federal and/or county regulations.
- Monitors daily operations for the purpose of ensuring that security operations are completed efficiently and within local/state/federal regulations.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Oversees investigations of breaches of security and violations of laws for the purpose of ensuring investigation is carried out in an impartial manner and in accordance with laws and regulations and/or recommending remedial actions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, staff development, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Researches security and related legal issues (e.g. requirements and restrictions, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.

### **Other Functions**

- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

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

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: excellent public relations, leadership, management, human relations, and communication (written/oral) skills. Skill in scheduling, coordinating, assigning and reviewing work of security staff. Must be computer literate and exhibit skill in operating two-way radio and automated security systems. Bilingual (English/Spanish) preferred.

KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: working knowledge of law enforcement/current issues/practices. School district experience preferred. Will acquire knowledge of NUSD rules and regulations regarding traffic safety, security, access and regulations.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, communicating with students, creating and maintaining climate of respect, establishing effective relationships, setting priorities, maintaining confidentiality, meeting deadlines and schedules, utilizing current technology, working as part of a team, ability to delegate and manage department budget.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed in a generally hazard free environment.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

**Required Testing**

None specified

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

Minimum of 16 hours of education/training relevant to the position/field

**Clearances**

Clean Motor Vehicle Record, Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Administrative A5