

## DIRECTOR OF FACILITY SUPPORT SERVICES

415-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing administrative oversight and supervision of specific operations or functions in a school district. Incumbent will have responsibility for managing food service and other operations as assigned or delegated by the Superintendent of Schools. Although assignments will determine the specific areas of knowledge where expertise is required, the essential characteristic of this class of positions is that of providing administrative oversight, supervision of staff, and performing traditional management functions such as planning, organizing, directing, supervising, coordinating, or similar management functions. Work is performed under administrative direction with considerable leeway for independently performing the duties of the position. Supervision is exercised over a large staff including other supervisory personnel.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Oversees and manages a school lunch/breakfast program;

Oversees and manages staff assigned to building and grounds maintenance or cleaning activities;

Establishes and implements procedures to insure compliance with occupational safety and health standards or requirements;

Assigns work, delegates responsibilities, schedules staff, reviews performance, conducts employee counseling sessions, initiates disciplinary actions, and performs other traditional supervisory functions;

Assesses policies, regulations, and statutory controls relating to assigned functions and implements procedures to insure adequate compliance;

Conducts periodic inspections and visits job sites to determine the effectiveness of work procedures and practices;

Identifies the need for equipment or supply purchases and makes requisitions for the same;

Conducts employee recruitment activities and interviews to make recommendations concerning staff appointments or promotions;

Assists in developing specifications and procedures to insure safety and security in all operations;

Directs assigned staff in carrying out the missions of the school district;

Assists in preparing bids for products, machinery, equipment, and services and evaluates products and services to determine that specifications are being fulfilled;

Maintains an inventory of equipment and supplies;

Coordinates the activities of assigned functions with other operating units of the district;

Assists in preparing and maintaining the operating budget for the units or functions delegated to the position;

Formulates and determines policies pertaining to assigned functions, and initiates procedures for implementation of policies;

Assesses the need for changes in personnel policies and collective bargaining agreements, and identifies issues for resolution in the collective bargaining process;

Administers personnel policies and collective bargaining agreements for assigned staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of management functions involved in directing an organization or organizational segment; good knowledge of principles and practices involved in directing the

activities of subordinate staff including subordinate supervisors; good knowledge of the principles and techniques necessary to the operation and maintenance of school district buildings; good knowledge of food preparation and serving techniques; ability to express ideas clearly both orally and in writing; ability to identify factors and criteria for inclusion in bid specifications; ability to read and follow written material; ability to acquire a working knowledge of technical aspects of assigned functions within a short period of time; decisiveness; honesty; and integrity.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's degree in public administration, business administration, nutrition, food service management, or a related field and at least one year of supervisory or administrative experience in overseeing food service operations; or
- (B) Possession of an Associate's or equivalent degree with specialization in one of the fields noted above; and three years of experience in overseeing food service operations; or
- (C) Graduation from high school or possession of high school equivalency diploma and five years of full-time paid experience in overseeing food service operations and building maintenance, cleaning and operations; or
- (D) An equivalent combination of training and experience as described in (A) and (B) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 09/04/98  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/31/2023  
Revised and Replaced in Classplan: 3/31/2025 (Edu)