Job Description

Job Title: Facilities Administrative Services Manager
Job ID: 1013890

How To Apply

To be considered further, please apply by visiting spps.org/careers and searching for job opening Facilities Administrative Services Manager, Job ID 1013890.

The Human Resource Department will review your application materials and contact you regarding the next steps.

General Information

Perform responsible professional level administrative management and support for the Facilities Department and supervise staff performing facilities data systems coordination and maintenance, architectural computer-assisted drafting, property portfolio management, distribution and warehousing operations, research and data collection and related activities.

Qualifications

A bachelor's degree in business or public administration, facilities management, architecture, construction management or a related field, and five years of professional level administrative support experience which includes two years of supervisory experience. (Equivalent combinations of education and/or experience will be considered.)

Responsibilities

The essential job functions include, but are not limited to, the following fundamental duties:

- Plan, delegate, supervise, coordinate and review the work of the Facilities department administrative and distribution employees.
- Perform all supervisory responsibilities including performance appraisals, discipline, hiring, training and professional growth opportunities for assigned staff. Lead, coordinate workflow, establish priorities and goals, and facilitate communications within the division. Maintain, review and update work schedules as needed.
- Coordinate the development, implementation, and management of Facilities department databases, recordkeeping, and computer-aided systems. Develop recommendations for improvements and enhancements to data and records management systems.
- Coordinate the management of the department’s software and hardware replacement and purchasing plan.
- Research and lead the implementation of procedural changes that increase departmental effectiveness and efficiencies, including the department’s Standard Operating Procedures and Employee Manual.
• Manage material resources including Facilities department supplies and materials and computer hardware and software, including coordination of purchasing activities in accordance with District procedures and policies.

• Facilitate communications and cooperative efforts between the various divisions of the Facilities department.

• Develop and coordinate with department leadership on the submission of all Facilities related reports and data submissions to Minnesota Department of Education including, but not limited to, bonding and levy program applications, Long Term Facilities Maintenance Revenue applications, review and comment and consultation letter submittals, lease levy applications, annual facilities age and square footage reports and related submissions.

• Assist in the development and submission of reports, data and communications for the Facilities Department to various departments of the District, Board of Education, outside agencies and public entities.

• Prepare items for submission to the Board of Education including bid awards for construction projects, annual authorizations necessary for alternative bond and health and safety revenue, lease agreements, consultant authorizations and related submissions as necessary.

• Coordinate and manage communications and documents for Project Labor Agreements for construction projects.

• Assist in the development, management, revision, interpretation and monitoring of lease agreements and joint use agreements that the District is a party to. Assist in various property management functions of the Facilities department as directed by the Facilities Director.

• Research and prepare reports relative to facilities data, departmental procedures, capital and alternative bonding, and the various activities of the department. Provide analysis and evaluation of data and develop recommendations based on research findings. Prepare departmental and District communications on Facilities matters.

• Perform special projects as assigned, coordinating with leadership and staff of the Facilities department and other District departments as appropriate.

• Lead the development of processes for the consistent management of the community use of buildings and grounds, both for short term special events (permits) and long term uses (leases).

• Lead the development of fleet management protocols for the procurement and ongoing maintenance and repair of the department fleet and administer these protocols; prepare specifications, evaluate bids and/or develop lease agreement for new vehicles and equipment.

• Lead strategic planning for the logistics of the receiving, storing and inventorying and distribution units; define department strategies.

• Develop policies and procedures for maintaining records for the receiving, storage and distribution functions; develop methods for measuring satisfaction with customer service; analyze data from these records to monitor performance and plan improvements.

• Serve as the main departmental liaison with Saint Paul Public Schools' Business Office for all accounting and business office functions; translates Business Office requirements
into actionable strategies for the Facilities Department; train department managers and staff on their roles to meet Business Officer requirements.

• Manage and monitor the budgets for the salary and benefits of Facilities Department administrative and distribution employees; rent payments; fleet leasing, repair and fuel; supplies and furniture rental.
• Serve as the primary budget control point for the individual Trades shops (e.g., by ensuring adherence to the Alternative Facilities levy funded materials budgets).
• Perform the high level data aggregation and analysis for process improvement recommendations from the Facilities Leadership Team.
• Coordinate the maintenance and updating of the department’s Employee Handbook, website and intranet site.
• Foster and maintain a consistently high level of good customer service within the administrative services division.
• Contribute to the District’s Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.
• Perform other related duties as assigned.

Knowledge, Skills and Abilities

• Considerable knowledge of administrative procedures.
• Considerable knowledge of the modern principals and practices of accounting and budget administration.
• Considerable knowledge of public funding.
• Working knowledge of management and supervisory theories and practices in a unionized environment.
• Working knowledge of the fields of facilities operations, architecture, construction and the building trades.
• Working knowledge of state agencies, regulatory bodies, and other governmental entities.
• Working knowledge of compliance and reporting requirements of regulatory agencies.
• Working knowledge of project management and workflow system design and implementation.
• Working knowledge of receiving, warehousing, materials handling, product movement and shipping and distribution operations, policies, practices, procedures and methods.
• Considerable skill in utilizing computer systems in the performance of job responsibilities.
• Considerable skill in data management, recordkeeping, research, analysis and reporting.
• Considerable interpersonal and communication skills, oral, written and listening.
• Considerable organizational skills and the ability to plan, evaluate and prioritize work tasks.
• Considerable ability to plan, direct, supervise and evaluate the work of others.
• Considerable ability to follow and to issue complex written and oral instructions.
• Considerable ability to deal tactfully and effectively with employees, administrators, other public entities, and the general public.
Essential Functions

Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities.

Regular and reliable attendance.

May be exposed to various cleaning products.

Pay, Benefits, & Work Schedule

This is a 12 month position working 40 hours per week.

Salary and benefits are in accordance with the SPSO negotiated labor agreement. The labor agreement and salary schedule can be found at https://www.spps.org/Page/33566. The minimum rate of pay for this position is $71,513 annually.

Benefits are available to new employees after 30 days of active employment. Benefits include medical insurance, life insurance, sick leave, pension plan, tax-free retirement account, and flexible spending account. Some employee groups also receive vacation, dental insurance and disability insurance. A benefits summary is available at https://www.spps.org/Domain/13220.

Other Information

Transcript - Unofficial transcripts are accepted at the time of hire. You must submit official transcripts within 30 days of your start date. Formal credential evaluation is required for post-secondary education completed outside of the United States.

Veteran’s Preference - If you are an eligible veteran applying for a job where veteran’s preference applies and wish to claim Veterans Preference you must submit a legible copy of your DD214 to the Human Resource Department with your employment application. If your claim is approved, five or ten additional points will be added to your final passing score.

Criminal Background Investigation and Reference Checks - Reference checks and a criminal background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.

Equal Employment Opportunity - Saint Paul Public Schools is an equal opportunity employer and supports an inclusive workplace environment.

Equity Statement - SPPS is committed to an equitable workforce where all employees represent this commitment through equitable practices in their job position.