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Class Specification for the class:

AUXILIARY SERVICES ADMINISTRATOR

Duties Summary:

Plans, directs and coordinates a statewide auxiliary services program which provides staff services support and management analyses services, through subordinate managers and supervisors, to the Office of School Facilities and Support Services Division of the Department of Education.

Distinguishing Characteristics:

The sole position in this class is responsible for planning, directing, and coordinating the operations and activities of the Auxiliary Services Branch of the Office of School Facilities and Support Services (OSFSS) Division. A program of this type provides staff services support to appurtenant Facilities Development and Maintenance Branches consisting of large and diverse engineering programs; and the Office of School Facilities and Support Services Division as a whole.

The program provides management analyses services, including: methods and procedures studies, personnel staffing requirement reviews, organizational analyses, statistical analyses, development of appropriate re-organization proposals, management advisory services, operating budget preparation and execution, program control, and financial management. In addition, the program develops and monitors the Neighbor Island Service Level Agreements with the Department of Accounting and General Services; administers the Department of Education energy use and conservation program; operates the reprographics and print shop which services all schools and state and district offices of the Department of Education; and coordinates the Department's mail distribution program using an array of carriers and mailing options and equipment.

This position works under the general direction of the Assistant Superintendent of the OSFSS Division.

Examples of Duties: *(The sole position in this class may not be assigned all of the duties listed nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Plans, directs, and coordinates the operations and activities of the various statewide auxiliary services programs including such areas as Project Control, Information Systems, School Support, Mail Services, Energy Use and Conservation, Hawaii 3R's (Repair, Remodel, Restore), and Reprographics.

Advises the auxiliary services staff in the planning and implementation of effective support services programs.

Confers with high-level administrative and technical personnel in the Department and other state and county agencies to facilitate accomplishment of program requirements.

Plans, directs, coordinates, and reviews the operating budget requests of subordinate supervisors and oversees the expenditure of operating funds.

Establishes work performance standards of subordinates and evaluates their work performance.

Instructs subordinate supervisors on methods to be employed in resolving program problems; interpreting law or changes in the law, rules, regulations, policies and procedures; and solving program matters.

Supervises the preparation and maintenance of Standard Practices that are the responsibility of the branch.

Develops and implements standards of performance for program activities and branch and division objectives.

Consults with and keeps the Assistant Superintendent informed of the status of all the auxiliary services programs of responsibility.

Maintains management controls over operations of the assigned programs and responsibilities to insure that planned levels of accomplishment are attained.

Evaluates and makes recommendations on corrective actions to the appropriate levels of management to address reported deficiencies in meeting program requirements.

Directs the development and conduct of various administrative staff services including the formulation of policies and business management procedures and standards and controls.

Directs management analyses, including methods and procedures studies, personnel staffing requirement reviews, organizational analyses, statistical analyses, development of appropriate re-organization proposals, and management advisory services.

Knowledge and Abilities Required:

Knowledge of: Applicable State laws, departmental rules and regulations, and policies and procedures relating to construction, budgeting, and procurement; basic understanding of the Standard Practices of the Auxiliary Services Branch, Facilities Development Branch, Facilities Maintenance Branch, and OSFSS Capital Improvement Programs; Energy Act 96/SLH 2006 as defined in the HRS; principles, procedures, methods, techniques and strategies relative to the management of a comprehensive auxiliary services program; practices, methods, procedures and strategies of management, organization and supervision; principles and practices of budget preparation and administration; problem solving; and report writing.

Ability to: Effectively and efficiently plan, organize and direct the functions and activities of a comprehensive auxiliary services program; deal effectively with committees and representatives of community groups and other governmental agencies and industry and address meetings of public or other groups; evaluate the effectiveness of programs and provide sound analysis, solution, and direction to achieve program goals and objectives; read and interpret complex material, such as laws, rules and regulations; develop and execute rules, regulations, policies and procedures; prepare and present comprehensive oral and written reports; prepare and administer an operating budget; and supervise and evaluate the work of others.

Minimum Qualification Requirements for the Class:

Basic Education/Experience Requirement:

Graduation from an accredited four-year college or university with a bachelor's degree. Excess experience of the types and quality described below may be substituted for education on a year-for-year basis.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had the type of experience described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: Four (4) years of progressively responsible professional work experience which demonstrated the ability to plan and coordinate program activities and solve operational and administrative problems.

This experience must have been in one or more of the following areas:

- 1) procurement;
- 2) building maintenance;
- 3) construction;
- 4) capital improvements planning; and
- 5) contracts administration.

Supervisory Experience: Three (3) years of professional work experience which involved supervising a professional staff and included: 1) planning, organizing, scheduling and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult problem areas; 4) training and developing subordinates; and 5) evaluating their work performance.

Administrative Experience: One (1) year of professional work experience which involved active participation in and major responsibility for the development, management, execution and coordination of policies, programs, and/or activities.

Substitutions Allowed:

Substitution of Education for Experience: Possession of a master's degree from an accredited college or university in public administration, business administration, construction management, or a related field may be substituted for one (1) year of the Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that applicant has the ability to perform the duties of the position for which applicant is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

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This is the first specifications for the new class, AUXILIARY SERVICES ADMINISTRATOR.

DATE APPROVED: 9-12-11



Douglas K. Murata
Assistant Superintendent
Office of Human Resources

EFFECTIVE DATE: 9/12/11