

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**AUXILIARY SERVICES SPECIALIST III, EO-08**

**DUTIES SUMMARY:**

Has program responsibility for providing statewide services in one, or more, of the following areas: school custodial and grounds maintenance, student transportation, and teacher housing; supervises a staff of professional and clerical personnel; develops and recommends respective policies, regulations, and procedures; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Facilities Director in that the Auxiliary Services Specialist III has program responsibility in school custodial and grounds maintenance and student transportation and housing including supervision of a staff of professional and clerical personnel usually under the general administrative and technical direction of the State Facilities Director or Assistant Superintendent; whereas the Facilities Director directs, through intermediate supervisors, the activities of a major organizational unit of the office responsible for statewide planning, development, and implementation of the Department's Capital Improvement Program with associated administration, maintenance and support under the general administrative/technical direction of the Assistant Superintendent, Office of School Facilities and Support Services.

Positions in this class are afforded independence in supervising ongoing and established programs and activities. Controls imposed are usually in the form of general directions as to activities, policies, and deadlines. In accomplishing special projects or solving major problems, greater controls are typically imposed in the form of prescribed scope of project, results desired, and time limitations for project completion.

**EXAMPLES OF DUTIES:**

1. Provides administrative and technical supervision over the section.
2. Confers with school, district, county, state, and federal agency personnel to facilitate the accomplishment of program requirements.
3. Prepares the operating budget and expenditure plan for the section.
4. Advises school, district, and state personnel on custodial and grounds maintenance services.
5. Assists or represents the Director or Assistant Superintendent in presenting information to the Assistant Superintendent, the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
6. Serves on special task forces or other committees as requested by the Director or Assistant Superintendent.
7. Conducts special studies, makes recommendations, and prepares and submits reports to the Director as required.
8. Conducts studies of, and plans for, custodial, grounds maintenance, student transportation and teacher housing programs, procedures, and practices.

9. Develops, evaluates, and revises the state custodial staffing formula and the supply and equipment standards.
10. Tests and evaluates new equipment and supplies.
11. Develops policy, guides, and administrative regulations and procedures relating to custodial and ground maintenance services.
12. Prepares school landscape plans.
13. Plans statewide in-service training programs.
14. Reviews school and district operations to assure proper and equitable implementation of policy.
15. Participates in the collective bargaining process by researching, collecting, and preparing necessary data and reports.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Training and Experience:** Graduation from an accredited college or university with a master's degree or bachelor's degree plus 30 semester credits in business administration, educational administration, or related field and seven (7) years of progressively responsible job-related professional experience in the specialty or related field, including experience or training in qualitative and quantitative research analysis.

**Knowledge of:** Principles, theories, and practices of administration, including program planning and evaluation techniques; governmental organization and functions; laws and regulations; principles and practices of transportation, housing, and building and grounds maintenance.

**Ability to:** Function independently, under only general supervision, in performing work assignments; make sound administrative policy decisions; develop and evaluate plans, programs, and procedures; deal tactfully and effectively with others; communicate effectively, both orally and in writing.