

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Director Internal Services

## GENERAL DESCRIPTION

The essential function of the position within the organization is to plan, direct and organize business operations Districtwide excluding Finance. This position is responsible for supervising management, professional and support staff and overseeing operations for the following departments: Purchasing, Asset Management, Contract Management, Records Management as well as business operations at the Administrative Complex which include reception, receiving, mailroom, switchboard and warehouse. In addition this position shall serve as the District's Records Management Liaison Officer.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Oversee districtwide planning, organization, control and direction in assigned internal service areas, including but not limited to, purchasing, asset management, contract management, records management.

Supervises duties of assigned professional, supervisory and support staff, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination. Prepares employee performance evaluations.

Serve as a member of the District's Business Leadership Team.

Collaborates with Executive Leadership Team in planning and implementing of goal, objectives and strategic plans for the District.

Develop and implement policies and procedures in areas of responsibility.

Develop and monitor annual budget in areas of responsibility.

Responsible for supervising purchasing for district including buying, bid processes, pcard program, and utilization of state contracts to ensure the most effective use of district funds.

Studies and keeps track of price trends, market conditions and changes in industry in an effort to find the most cost-effective methods of obtaining goods/services.

District level approval of all purchase transactions to ensure that purchases are conducted in compliance with district policy and procedures.

Responsible for supervising contract management for district to including review and approval of all contracts.

Responsible for supervising asset management efforts for the district including asset thresholds, inventory, additions, removal of assets, and sale / surplus.

Responsible for supervising records management efforts for district including administrative planning, organizing, retention, and disposition.

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Responsible for supervising facility use program ensuring documented use of MCSD facilities, insurance coverage and payment.

Serve as Records Management Liaison Officer for the Monroe County School District.

Working knowledge of Florida Purchasing Statutes.

Working knowledge of Florida Administrative Codes.

Working knowledge of Florida Division of Library Services record retention / destruction procedures and public record requests.

Provide board updates on new or existing programs in areas of responsibility.

Act as POC for auditors to provide requested documentation and ensure timely and proper response to audit findings.

Responsible for departmental interaction between local and state agencies, legal counsel to ensure compliance.

Responsible for filing of necessary state reporting based on individual program requirements.

Attends training, seminars and conferences and conducts research to stay abreast of legislation and trends in areas of responsibility.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions. Instructs or trains others through explanation, demonstration and supervised practice or by making recommendations on the basis of technical disciplines.

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## **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving wide-spread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

## **Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

## **Communications Requirements:**

*"Communications" involves the ability to read, write, and speak.*

Reads and interprets contracts, papers, reports and graphs; prepares specialized reports and business letters with proper format and grammar; speaks to groups at work, in board meetings and at meetings outside of the organization.

## **Complexity of Work:**

*"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs complex work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention to detail for accurate results; and involves frequent exposure to unusual pressure.

## **Impact of Decisions:**

*"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and impacts other activities/organizations and the general public; loss of life and/or damage is very likely.

## **Equipment Usage:**

*"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

*May operate warehouse equipment including but not limited to pallet jack and forklift as well as standard office equipment.*

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## **Safety of Others:**

*"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*"Education Requirements" refers to job specific training and education required for entry into the position.*

Requires a Bachelor's degree or higher from an accredited college or university.

### **Licenses Certifications Registrations Required:**

*"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

### **Experience Requirements:**

*"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

A minimum of 5 years of progressively responsible work experience (total from one area or combination of all) in purchasing, property control, contract management or records management involving schools, public agencies, or private businesses. A minimum of one year of experience working in procurement with bid process (REQUIRED – NO SUBSTITUTES) and a minimum of three years of supervisor experience (REQUIRED – NO SUBSTITUTES).

Demonstrated skill in contract management and/asset management. Demonstrated evidence of strong organizational, leadership and managerial skills. Demonstrated skill in oral and written communication. Demonstrated ability to work with diverse groups of people. Experience with industry-standard computer applications. \*A comparable amount of training, education or experience can be substituted for the minimum qualifications unless it states no substitutes.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Majority of work is in an office which is sedentary involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis and up to 30 pounds of force on occasion and some dexterity in operating office equipment. Since position oversees the warehouse (property and records) emergencies can come up which would require your assistance. In that instance, ability to operate

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equipment and work in outdoor conditions is required.

**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Executive Director Finance and Performance

**Supervises:**

Internal Services Department Employees

PAY GRADE: From: D138.A1 To: D138.O3

Number of Months: 12 Number of Days: 254 Hours: 8  
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/21/17  
New Job Description 1/31/17