

JOB DESCRIPTION

February 2026

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

EXECUTIVE DIRECTOR, ADMINISTRATIVE SERVICES

General Purpose:

The Executive Director, Administrative Services is responsible to and works under the direction of the Deputy County Superintendent of Schools/Chief of Staff. The Executive Director, Administrative Services plans, directs, and provides leadership for County Office wide administrative services including Maintenance and Operations, Facilities and Construction, Information Technology Services, Risk Management, Litigation coordination, Safety, and related operational functions. The position provides leadership to ensure that the County Office has the operational systems, internal controls, infrastructure, and support services necessary to effectively meet organizational goals and ensure compliance with applicable laws and regulations. This is a Classified Management position.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Plans, organizes, directs, and evaluates County Office wide administrative services operations including maintenance and operations, facilities planning and construction, information technology services, risk management, litigation coordination, and safety programs.
- Advises the Deputy County Superintendent of Schools/Chief of Staff and Superintendent regarding administrative services issues, risks, needs, services, and activities.
- Assists in the formulation and implementation of County Office wide policies, procedures, and operational strategies, including Board Policies and Superintendent Policies.
- Provides leadership and oversight for facilities planning, design, construction, reconstruction, inspection, relocation, leasing, acquisition of real property, and project closeout activities; ensures projects are delivered in compliance with applicable codes, regulations, timelines, and budgetary parameters.
- Oversees maintenance and operations functions to ensure County Office facilities, grounds, and infrastructure are safe, functional, and well maintained; establishes preventative maintenance programs and operational standards.
- Directs Information Technology Services to ensure secure, reliable, and efficient technology infrastructure, systems, and services that support instructional, administrative, and operational needs of the County Office and supported districts as applicable.
- Oversees County Office risk management programs including insurance, claims management, liability mitigation, and loss prevention strategies; coordinates workers' compensation risk mitigation with Human Resources as appropriate.
- Coordinates and provides oversight related to litigation and legal matters impacting administrative services functions, including collaboration with legal counsel, preservation of records, response coordination, and implementation of risk mitigation practices.

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- Serves as, or designates, the County Office safety officer; leads the development, implementation, and evaluation of County Office safety, emergency preparedness, and crisis response plans; collaborates with internal departments and external agencies to support safe schools and work environments.
- Develops, implements, and monitors administrative services policies, procedures, and internal controls to ensure compliance with Education Code, Government Code, Public Contract Code, and other applicable state and federal laws and regulations.
- Develops and administers the annual budget for assigned administrative services departments; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Monitors program effectiveness, operational efficiency, and service delivery; recommends improvements and innovations to enhance organizational effectiveness and sustainability.
- Represents the County Office on committees, task forces, community groups, and at local, regional, and state meetings related to administrative services functions, as assigned.
- Supervises and evaluates the performance of assigned management, supervisory, and support staff; interviews and selects employees; recommends transfers, reassignment, discipline, and termination; supports staff development and succession planning.
- Maintains current knowledge of laws, regulations, and pending legislation related to administrative services, facilities, information technology, risk management, safety, and public sector operations; modifies programs and procedures to ensure compliance.
- Operates a variety of office equipment including a computer and assigned software; drives a vehicle to conduct work.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor's degree is required.
- A Master's degree is preferred.

Experience:

- At least five (5) years of increasingly responsible management experience in administrative services in a public education agency or related public sector.

Knowledge, Skills and Abilities:

- Knowledge of planning, organization, and direction of County Office wide administrative services operations.
- Knowledge of Education Code, Government Code, Public Contract Code, and applicable state and federal laws and regulations affecting administrative services.
- Knowledge of facilities planning, construction management, maintenance and operations, and public procurement practices.

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- Knowledge of information technology systems, cybersecurity principles, and technology service delivery models.
- Knowledge of risk management, insurance programs, liability mitigation, and safety and emergency preparedness practices.
- Knowledge of principles and practices of administration, supervision, budgeting, and project management.
- Ability to plan, organize, control, and direct complex operational programs and services.
- Ability to analyze problems, develop solutions, and make sound recommendations on sensitive and complex matters.
- Ability to interpret, apply, and explain complex laws, regulations, policies, and procedures.
- Ability to communicate effectively orally and in writing with diverse stakeholders.
- Ability to establish and maintain cooperative and effective working relationships with County Office leadership, staff, districts, community agencies, and external partners.
- Ability to supervise and evaluate staff performance and support professional growth and development.
- Ability to exercise sound judgment and demonstrate leadership, strategic thinking, and consensus-building skills.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment and involves continuous contact with staff, representatives of other agencies, contractors, and the community.

Physical Requirements:

- The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.

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- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 5

Reviewed and Approved:

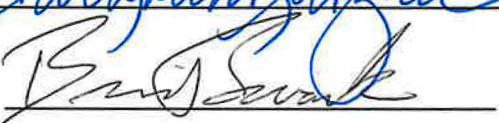
Superintendent:

A handwritten signature in blue ink, appearing to read "Mark Johnson".

2/5/24

Date:

Human Resources:

A handwritten signature in blue ink, appearing to read "Brianna Davis".

2/4/24

Date: