



FREMONT UNION HIGH SCHOOL DISTRICT

Job Description: Director of Business and Property Services

1. QUALIFICATIONS

- A. **Education:** Equivalent to B.A. or B.S. in business or public administration
Desirable – M.A., M.S., or M.B.A.
- B. **Knowledge and Abilities:** Principles and methods of public/business administration and management; principles and practices of property management, development, real estate leasing, sales, and construction; ability to communicate clearly and effectively both verbally and in writing; ability to perform complex financial analyses. Understand and work effectively with people from different cultures.
- C. **Experience:** Desirable experience in: (1) negotiating the sale or Lease of real estate; (2) construction management; (3) developer impact fees; (4) presentations before School Boards, City Councils and other governmental and private agencies; and (5) teaching and/or educational administration.
- D. **Other:** Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

2. GENERAL RESPONSIBILITIES

Under the supervision of the Chief Business Officer – Associate Superintendent, the Director shall be responsible for directing, supervising, and evaluating procedures/projects in his/her assigned areas, and shall be responsible for maintaining appropriate records.

3. DUTIES AND RESPONSIBILITIES

As assessed by the Chief Business Officer – Associate Superintendent, the outcome of the Director of Business and Property Services' job performance will be as follows:

- A. Working with staff, community and other stakeholders to build consensus on Solutions to matters of concern to the District will have been effectively carried out.
- B. Assisting with the supervision of business division departments/functions, as assigned, will have been effectively carried out.
- C. Creative ideas and methods for marketing surplus property will have been

developed.

- D. Timely and effective communication pertaining to sites, facilities and other projects assigned will have been consistently provided.
 - E. Advertising, public notices required by statute, and other publications regarding surplus property will have been effectively prepared and carried out.
 - F. The role, as assigned, of District's liaison to District committees, other governmental agencies, such as cities and the State, in obtaining required approvals, use permits, etc., will have been effectively carried out.
 - G. Leasing of property to interested companies and/or organizations will have been effectively negotiated.
 - H. Scheduling and use of all leased and unleased portions of surplus facilities will have been effectively managed.
 - I. Tours of surplus sites for all interested companies and/or organizations will have been conducted.
 - J. Use of facilities by lessees and other users will be monitored to insure that all contract obligations are being fulfilled.
 - K. Agreements for the use of District facilities by cities or other governmental agencies will have been effectively negotiated, periodically reviewed, and amended as necessary.
 - L. Presentations regarding District land, facilities, and other assigned areas will have been effectively prepared and made.
 - M. Collection of rental income will be monitored and monthly status reports will have been prepared.
 - N. Supervision will have been provided for the District's obligation in maintaining and servicing surplus facilities.
 - O. Research regarding surplus District land and facilities, zoning, and negotiation of leases for property and facilities in which the District has an interest will have been accomplished.
 - P. Timely and effective communication regarding incidents and/or situations which might impact the District, or its schools, will have been consistently provided to appropriate Educational Services Center/school personnel.
 - Q. Varied problems of all nature dealing with District properties and facilities, including the Education Services Center, will have been effectively dealt with in a timely manner.
 - R. Staff, departmental, management, and other meetings as required will have been attended.
 - S. Annual objectives deemed appropriate by the supervisor will have been established.
 - T. Cooperative and harmonious working relationships will have been established with those contacted in the course of work.
 - U. Appropriate data in support of the status of annual objectives and job description elements will have been gathered and presented.
 - V. Coordination and supervision of contractors, consultants, etc. will have been effectively carried out.
 - W. Performance of assigned staff will have been humanely and judiciously evaluated.
 - X. Planning, organizing, and assigning of work to staff directly responsible to the Director will have been appropriately performed.
 - Y. Other duties assigned by the supervisor will have been effectively accomplished.
4. The Director is supervised and supervises others as stipulated in the appropriate Board Policy and Administrative Regulation.