



## **Fremont Union High School District**

**Position: Manager, Bond Operations**

**Work Year: 246 Duty Days**

### **Summary of Basic Functions & Responsibilities**

The Manager of Bond Operations provides analysis, coordination and support to the school sites and operations functions including modernization, maintenance, information technology, and safety and operations services.

### **Essential Duties & Responsibilities**

*The Manager of Bond Operations may perform any combination of the essential functions shown below, but this is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this position. Under the direction of the Chief Operations Officer, the Manager, Bond Operations will provide leadership and support to Measure B Bond Program of the FUHSD.*

- Act as a liaison to the public on behalf of the District and the Chief Operations Officer.
- Develop, coordinate and implement special projects in coordination with the Chief Operations Officer.
- Chair, facilitate and participate on committees and task forces in the District.
- As assigned, respond to and participate in resolving compliance complaints and mediations.
- Communicate, coordinate and support District and school staffs as needed.
- Contribute to the completion of State and Federal reports related to facilities.
- Prepare confidential materials for the Board and Cabinet.
- Interpret and apply District policies, rules, regulations, procedures, and laws.
- Conduct research and analyses and develop position and white papers as needed.
- Supervise and evaluate staff as assigned.
- Perform other duties as assigned.

### **Qualifications**

Knowledge, Skills and Abilities:

- Excellent written and oral communication skills coupled with expertise in Microsoft Word and Microsoft Power Point.
- Excellent mathematical, analytical and logic skills coupled with expertise in Microsoft Excel.
- Excellent organizational and project management skills coupled with expertise in Microsoft Project and other database and work management tools.
- Character, personality, social interaction skills for working effectively with diverse staff, students, parents and the community.
- Ability to interact effectively with a diverse student and staff population.
- Understand and work effectively with people from different cultures.

## Education and Experience:

### REQUIRED - Any combination equivalent to:

- Bachelor's degree from an accredited college or university
- Significant Project or Program Management experience of complex, large scale projects in private or public organizations

### DESIRED

- Master's degree from an accredited college or university
- Public school experience
- Construction experience
- Knowledge of the role of the Board of Trustees and community
- Knowledge of public processes related to bond and construction work

### Licenses and Other Requirements:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.
- Valid driver's license and proof of insurance
- Personal automobile for traveling on District business

### **Working Conditions:**

#### Environment:

- Office environment subject to frequent interruption with additional work throughout the District and community

#### Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Must be able to function indoors and outdoors (construction site)
- Requires the ability to retrieve work materials from overhead, waist, and ground level files
- Must be able to function indoors in an office environment engaged in work of primarily a sedentary nature
- Must be able to utilize computers and peripheral equipment
- Must be able to see and read a computer screen and printed matter with or without vision aids.
- Must be able to hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Must be able to lift and carry up to 25 pounds.