



Human Resources Office
102 S. Hickory Avenue
Bel Air, Maryland 21014
410-588-5226 - www.hcps.org
AN EQUAL OPPORTUNITY EMPLOYER

VACANCY ANNOUNCEMENT

REVISED: July 17, 2024

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

ASSISTANT SUPERINTENDENT FOR OPERATIONS

To lead school facility planning and construction, facility management, and transportation and fleet management activities of the school system.

DUTIES AND RESPONSIBILITIES INCLUDE

- Serves as a member of the Superintendent's Senior Staff and Executive Leadership Team.
- Advises the Chief of Administration on all matters relating to facility planning and construction, facility management, and transportation and fleet management for the school system.
- Serves as a liaison between Operations and the other departments of the school system and local, state, and federal agencies.
- Develops and implements policies and procedures relating to all aspects of the departments supervised.
- Aligns the work of the departments supervised
- Provides direction to the department heads of the Facilities Maintenance, Planning and Construction, and Transportation Departments and supervises the work of the departments.
- Develops and administers a program for purchasing supplies and equipment.
- Supervises storage, distribution, and disposal of supplies and equipment.
- Reviews and approves the educational specifications, plans, and drawings for new schools.
- Oversees and coordinates the development of student enrollment projections to assist in future planning.
- Serves as the vice-chair and secretary of the Adequate Public Facilities Advisory Board for Harford County.
- Oversees the evaluation of the condition of all facilities, reviews on-going maintenance programs, and develops long-range deferred maintenance projects.
- Oversees the selection of consultants for construction, remodeling, and maintenance projects.
- Negotiates contracts involving programs and services associated with school system operations.
- Provides engineering and technical information and labor and employee relations assistance to directors, managers, and supervisors.
- Serves as the Superintendent's Designee for employee disciplinary and grievance matters for appropriate employees.
- Oversees the preparation of plans and specifications for work to be performed on school facilities.
- Oversees the preparation of the Comprehensive Maintenance Plan and Educational Facilities Master Plan for Board approval and submission to the State.
- Administers policies, procedures, and lease agreements associated with the HCPS Use of Facilities program for all school and administrative facilities.
- Administers policies and procedures associated with the HCPS School Sponsored Project program for all school and administrative facilities.
- Coordinates the technical review, development, and approval of land use agreements between HCPS and utility companies, local, state, and federal agencies, and developers.
- Develops and coordinates the Capital Improvements Program for the Harford County Public Schools.
- Oversees compliance with applicable codes and regulations.

- Performs other work-related duties as assigned.

OTHER RESPONSIBILITIES

SALARY

This is a twelve-month position with twenty (20) days of annual leave. Salary range based on the FY 2024-2025 APSASHC Salary Schedule for Executive Personnel:

- Grade M Salary Range: \$191,031 - \$218,422

REQUIREMENTS

- Master's degree from an accredited college or university in business administration, business management, administration and/or supervision or a related field.
- Five years of experience in the administration of support services needs of a large department and/or organization.
- Demonstrated leadership ability in administrative services or supervision of supporting services functions.
- Experience in budgeting for large projects and institutions.
- Excellent oral and written communication skills.
- Excellent organizational and interpersonal skills.
- Ability to work cooperatively with all administrative personnel and the public.
- Proficiency with business software applications and Microsoft Office Suite.

HOW TO APPLY

Employment applications are accepted online only. To access the online application site, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance, please contact the Human Resources Office at 410-588-5226.

DEADLINE

Online applications will be accepted for this vacancy until the position is filled. Candidates who apply by 11:59 p.m. on Monday, July 29, 2024 will receive immediate consideration.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, *et seq.*), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools involving **students**, refer to: Ken Miller, 102 South Hickory Avenue, Bel Air, MD 21014 at (410)375-0408 or Kenneth.Miller@hcps.org; **Involving all other members of the school community**, refer to: Renée McGlothlin, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-588-5247 or by email to Renee.McGlothlin@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE