



MT. DIABLO

UNIFIED SCHOOL DISTRICT

Executive Director, Maintenance, Operations & Facilities Job Description

April 10, 2024 Board Meeting
Adrian Vargas, Chief Business Officer

Strategic Consolidation of Leadership Roles

- Strategic Transition to an Executive Director Role: By eliminating the Director of Maintenance & Operations and Director of Facilities positions, the Mt. Diablo Unified School District aims to streamline leadership. This move consolidates oversight and strategic planning under one umbrella, reducing redundancy and enhancing focus.
- Aim: The consolidation is designed to not only enhance operational efficiency but also ensure that leadership within the district is more unified and aligned. This alignment is critical for the efficient execution of district-wide initiatives and long-term planning.



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Streamlined Operations

- Facilitates better coordination: The unified leadership structure will improve coordination between maintenance and facilities projects, eliminating silos and ensuring that all efforts are synergistic and aligned with district priorities.
- Simplifies decision-making processes: With a single point of leadership, decision-making becomes more straightforward and agile, enabling quicker responses to operational needs and opportunities for improvement.



Cost Effectiveness

- Combining roles: This strategy not only streamlines leadership but also reduces overhead costs by eliminating duplicate administrative roles, leading to a leaner, more efficient organizational structure.
- Budget savings: The savings realized from this consolidation will be redirected to enhance and expand district services, directly benefiting students and staff through improved facilities and resources.



Strategic Planning

- Alignment with district's long-term goals: A unified leadership role ensures that all operational and maintenance efforts are directly supporting the district's strategic objectives, enhancing our ability to plan for future growth and infrastructure needs.
- Cohesive strategy: This alignment ensures a more coherent approach to the management and development of district facilities, with a long-term perspective guiding daily operations and project prioritization.



Defined Accountability

- Increases accountability: Consolidating roles into a single leadership position enhances accountability, making it easier to evaluate performance against district goals and operational efficiency.
- Clearer oversight: This structure simplifies organizational complexity, resulting in clearer lines of responsibility and oversight, which in turn supports higher performance standards and operational excellence.



Support & Organizational Adjustments

- Introduction of Management Team Leaders: Focused oversight in maintenance and facilities by Operational Supervisors ensures each area is led with expertise, aligning closely with our district's priorities for leadership depth and operational excellence.
- Support Staff Role Optimization: By fine-tuning support staff roles, we aim to streamline workflow and boost efficiency. This targeted approach bolsters our operational core, equipping us to meet immediate and evolving challenges with agility.



Thank You



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