



Focused on Learning

PLEASE POST

Central Office **Assistant Director of Facilities**

SUMMARY: Assist the Director of Operations in the oversight of personnel and cleanliness and maintenance of buildings in the district. Provide administrative and service response support for the Facilities Department which includes directing incoming telephone calls; managing various tracking programs and records; processing routine work orders; scheduling meetings, contractors and appointments; maintaining files; compilation of materials for custodial and maintenance meetings and assisting in all daily operations as required. Some physical work may be required.

Full year, 8 hour per day, non-union position with benefits

Salary: \$45,000-\$50,000 as determined by the Superintendent based on qualifications and level of experience

Position start date: Position available immediately

Full job description available on website.

Applicants must visit website to complete application:

www.guilfordschools.org/employment

All materials must be submitted online. **Posting open until filled**

Donna Costello
H. R. Coordinator
Central Office North
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5/3/2018

Posting open until filled - Remove posting any time after 6/1/18

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