



**PARISH OF CADDO**  
 Department of Human Resources  
 505 Travis Street, Suite 840  
 Shreveport, LA 71101  
 (318) 226-6906  
 (318) 429-7627 job line  
[www.caddo.org](http://www.caddo.org)

Date Posted:  
 Starting Rate:  
 Closing Date:

*Equal Opportunity Employer*

**PERSONNEL CLASS SPECIFICATION**

*REVISED:  
 03/01/2004,01/01/07*

JOB TITLE: Assistant Director

DEPARTMENT: Facilities & Maintenance

FLSA Status: Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$23.96 - \$36.04 hr.

GRADE: 53

A highly responsible management position that reports directly to the Director of Facilities and Maintenance. Position assists with managing the overall operations of the department.

**DUTIES AND RESPONSIBILITIES**

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Assists with leading the Facilities and Maintenance Department ensuring Parish resources are used to best serve the citizens and employees of the Parish of Caddo.
- Assists with the preparing the annual operation budget for the Department of Facilities & Maintenance. Uses good judgment in spending Parish funds. Monitors expenditures for the department as it relates to material purchases. Provides oversight and management of construction projects and keeps track of spending to ensure budgets are maintained within the project scope.
- Manage employees within the Department to include fair and equitable treatment, good communication, training, and ensuring that high standards are maintained.
- Provides management of daily activities of the department by supervising unit activities and supervisors within the department.
- Works closely with outside agencies in resolving facilities and maintenance related issues. Plan and coordinate work to be done.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field is preferred. Five years of experience in Facilities and Maintenance management; ten years of related experience may substitute in lieu of a B.S. Degree.
- Must have valid driver's license.
- The ability to plan, initiate and execute procedures and policies.
- Analytical mind to solve and properly explain, verbally and in writing with persons at all levels.
- Highly developed understanding of management and fiscal principles.
- Ability to establish and maintain harmonious working relationships.
- Interpersonal skills.

**PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.