

Oak Grove School District

JOB TITLE: Director of Operations

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Operations is responsible to the Assistant Superintendent for Business Services for the direction, coordination, implementation, and supervision of the maintenance, operations and transportation departments, emergency preparedness and facilities planning and management. Employees in this job class direct, coordinate, supervise, and evaluate the work of others. As a member of the District Management Team, the Director works in cooperation with other members of the Team in the formulation and implementation of District policies.

TYPICAL DUTIES

Is responsible for overall supervision and direction of maintenance, operations and transportation services.

Is responsible for facilities management and planning including lease and licensing agreements, District Office and leased schools management, hazardous materials management, security systems, telephone systems and equipment, capital improvement, developer fees, HVAC maintenance and repair service, energy management, refuse collection and disposal, recycling programs, and deferred maintenance five year plan.

Coordinates development and implementation of capital improvement projects; establishes schedules and prepares reports as appropriate.

Participates as assigned with the Assistant Superintendent for Business Services in the research and development of information necessary for demographic planning, including enrollment projections and District boundaries.

Develops and administers the budget for maintenance, operations and transportation, emergency preparedness, safety and facilities management.

Supervises and evaluates the managers and supervisors assigned to the department.

Is responsible for compliance with applicable Federal, State and District regulations by departmental personnel.

Interprets District policies and administrative regulations regarding administrative matters.

## Director of Operations (continued)

Supervises the District Safety and Emergency Preparedness Programs and chairs both committees.

Assures appropriate communication within the department and with other District personnel.

Attends and participates in professional organizations and meetings as appropriate and/or as requested by the Assistant Superintendent for Business Services.

Performs other duties as assigned by the Assistant Superintendent for Business Services.

## MINIMUM QUALIFICATIONS

Knowledge of Federal, State, and District regulations and codes pertaining to Maintenance, Operations, and Transportation and other assigned areas.

Knowledge of budget preparation and administration methods, practices and techniques.

Knowledge of supervisory methods, practices, and techniques.

Knowledge of program planning development and evaluation methods, practices, and techniques.

Skill to interpret, apply, and enforce Federal, State, and District laws, regulations, codes and guidelines.

Skill to analyze and interpret data and to prepare reports.

Skill to plan, organize, implement, and coordinate programs and activities according to established goals and objectives.

Skill to direct, coordinate, and supervise the work of others.

Skill to accurately identify problem areas or situations, define and isolate problem causes, and take appropriate action to resolve problems identified.

Skill to communicate effectively in both oral and written form.

Skill to motivate others in the common accomplishment of stated goals and objectives.

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties.