

**PLEASANTON UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Director of Operations
CLASSIFICATION: Classified Management
REPORTS TO: Assistant Superintendent

DESCRIPTION:

The job of Director of Operations is established for the purpose/s of developing, implementing, managing and maintaining the services to facilitate the maintenance, repair and alteration of district buildings and grounds; and directing program operations including planning, staffing, budgeting, and complying with established requirements.

PERFORMANCE RESPONSIBILITIES:

- Collaborates with internal and external personnel (e.g., other administrators, staff, public agencies, citizen advisory groups, community groups) for the purpose of coordinating activities and programs, resolving issues, and exchanging information concerning assigned functions and related matters.
- Develops and monitors budget, expenditures allocations, fund balances, and related financial data for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and expenditures are authorized in accordance with established limitations.
- Directs department operations, the maintenance of services, and the implementation of new programs and/or processes (e.g., facility utilization, site repairs/construction, preventive maintenance) for the purpose of making recommendations and/or implementing actions that provide services within established timeframes and in compliance with related requirements.
- Works in collaboration with Director of Facilities and Construction and department staff to inspect new construction, repair work, grounds, special projects, equipment, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently; and approving inspection reports and payment requests.
- Works in collaboration with Director of Facilities and Construction and department staff to manage assigned program and/or department responsibilities (e.g., site improvement, grounds, ADA access, fire inspections, safety) for the purpose of achieving outcomes in relation to organization objectives and ensuring conformance with legal, financial, and District requirements.
- Oversees the preparation and development of a variety of mandated plans, studies, and reports prepared internally or by retained consultants (e.g., environmental impact report, project applications with the State and local agencies) for the purpose of complying with regulatory actions, funding requirements, and other established policies.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g., interviewing, selecting, evaluating, supervising, training) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g., Board agenda items and briefings, contracts of professional services, budgets, property contracts, legislative updates,

contract changes, requests for proposals, a variety of narrative and statistical reports related to maintenance of facilities) for the purpose of documenting activities, providing written reference, seeking input, and/or conveying information.

- Presents information at various meetings for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.
- Responds to a wide variety of inquiries from staff, district personnel, other community agencies, etc. for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Supports Deputy Superintendent in providing technical expertise, information regarding assigned functions for the purpose of formulating and developing policies, procedures and programs that address District needs.
- Directs the District's Transportation Services program, and ensures compliance with all applicable laws and regulations
- Assesses existing policies and procedures, and makes recommendations for updated policies, procedures, and practices to support proactive facility planning
- Evaluates employees annually, and ensures accountability of department staff

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: application of pertinent laws, codes, policies, and/or regulations related to the maintenance and operations of school sites; personnel processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; working independently under time constraints to meet

deadlines and schedules; organizing and communicating information and concepts; setting priorities; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; implementing updated policies and procedures, and maintaining confidentiality.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.

Experience Job related experience within specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include graduation from a recognized college or university with a bachelor's degree in urban planning, engineering, architecture, business administration, public administration or other related field, and five years of increasingly responsible full-time professional experience in district office operations.

Licenses or Certificates Needed:

- Possession of a valid California Driver's License. Candidates must provide (and maintain) official motor vehicle driving record, and a proof of compliance with district safe driving standards. Failure to provide or to meet this requirement will result in disqualification regardless of any other qualification.
- Use of a personal automobile is required in the performance of the work.

TERMS OF EMPLOYEMENT:

225 Days, Management Salary Schedule

BOARD APPROVED: August 2, 2017