ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

DIRECTOR OF OPERATIONS I

POSITION: **Director of Operations I**

REPORTS TO: **Assistant Superintendent of Supporting Services**

LOCATION: **Division of Supporting Services**

NATURE OF WORK:
Directs the planning, development, implementation, administration, and evaluates the operation of plant. Provides leadership, vision, and strategic plans for effective and efficient operations. Areas of management include building services, personnel management of staff that includes school based and central office-based personnel, custodial equipment and supplies, and environmental services such as: asbestos and mold monitoring, chemical removal, recycling, refuse removal, integrated pest management and grass cutting for grounds. This position also oversees the Division of Supporting Services warehouse operations and operation of the Print Shop and internal mail delivery for the school system.

ESSENTIAL FUNCTIONS:
- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the designed department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School

DUTIES AND RESPONSIBILITIES:

- Develops, implements, and manages the operations annual budget
- Manages the activities and services of the Operations Department. Plans and implements long and short-range objectives which relate to the departmental and institutional objectives
- Prepares and defends annual budget requests for the operations area and administers the approved budget
- Develops district-wide programs to organize, train staff and manage building service operations
- Visits all facilities to respond to staff requests and emergency situations at any hour
- Assess conditions, initiatives, and corrective measures to minimize disruptions to building operations
- Provides coordination to improve the functioning of the operations section
- Evaluates the area's operational program for efficiency, effectiveness, and economy and makes changes as appropriate
- Provides leadership and coordination with other staffs in responding to findings by all outside agency inspections to assure adequate housekeeping, safety, and health standards are met
- Serves as a liaison with school administrators to satisfy the needs of the educational environment
- Reviews and evaluates employee performance
- Analyzes work methods and utilization of employee time, and makes timely corrections/adjustments
- Manages staff hiring and requests for staff termination
- Determines staffing requirements
- Establishes plans, and implements in-service training programs to improve employee competency
- Directs the preparation of specifications for contractual services, supplies, and equipment.
- Investigates and evaluates new materials, techniques, and methods to assure cost-effective programs
- Ensures the building services of all schools are maintained at the highest possible level
- Serves as a liaison with appropriate governmental agencies, such as environmental agencies, occupational safety-health agencies, county fire, and health departments
- Maintains a proactive Integrated Pest Management Program
- Manages the operation of the Print Shop which consists of handling the budget and work requests
- Evaluates and makes recommendations for print shop operations and equipment
- Maintains records for compliancy of State and or Federal codes and regulations
- Coordinates events and works with other directors and supervisors within the school system to assure effective implementation of all operations programs that affect schools
- Oversees the management of the operations department equipment and supplies
- Manages the warehousing and staging of supplies
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in business management or related field
- Two (2) years of experience in facilities management **or**
- Six (6) years of increasingly responsible experience in facilities management including responsible supervision of large-scale physical plant
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under

federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Possession of an active 1st Grade Stationary Engineer's License from the State of Maryland

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE: The salary for this position will be based on SMASA salary schedule for eleven and twelve-month employees – Range G.

BARGAINING UNIT ELIGIBILITY: SMASA

Revised: 03.2025