Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Executive Director of Operations**

Qualifications:

Credentials: Administrator's Certificate or related experience

Education: Bachelor's Degree in Education, Business, or related field, or a minimum of five years' experience

Training/Experience Required: 5 years of school administration experience or comparable experience in the construction/operations field

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive instructions, and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition, composes correspondence; trains and directs others; provides complex instructions; and conducts interviews. In addition, must use creativity; make public speeches or presentations, or provide complex letters or reports.

Data Recording/Record Keeping: Performs data recording/record keeping operations, determining what changes need to be made to existing records, including computerized records.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as ordinances, resolutions, policies and procedures, complex diagrams, plans, contracts, and regulations.

Job Goals (Purpose of Position): Performs supervisory and administrative level duties under limited supervision to assist the Assistant Superintendent (Operations) in supervision of construction, maintenance, custodial, transportation, safety program, and energy program within the school district. Assists in policy development and enforcement to provide optimum service and productivity. An incumbent in this position assists in developing policies and procedures. Due to the level of the position, the incumbent is required to use discretion, ingenuity, and independent judgment in resolving problems.

Contact with Others: An incumbent in this position has regular contact with other school districts and the public. Must be able to answer information requests from the public, interpreting and translating facts and information, explaining situations and concerns, and advising them of

alternative courses of action. Must be able to handle complaints and deal with excessively rude or irate parents and callers. Must use tact and diplomacy, independent judgment, and problem-solving. Makes formal presentations; interprets policies and procedures based on experience; provides counseling, negotiations, or mediation techniques as appropriate.

Performance Expectations:
The incumbent/employee will need to:
(A) Be customer-focused to resolve problems effectively.
(B) Manage human resources and diversity while promoting: productivity and efficiency; health and safety; employee training and development, empowerment, and appraisal; constructive corrective counseling and discipline; resolution of complaints or grievances.
(C) Assist in managing resources with fiscal responsibility while maintaining proper accountability of records.
(D) Manage information and communications with staff and public effectively.
(E) Conduct short and long-range planning to set and/or attain district goals and objectives.
(F) Demonstrate leadership by being a good role model to reinforce productive and customer-focused behavior; use creativity, innovation, and initiative to identify solutions to problems.
(G) Be a team player with co-workers, subordinates, other managers, and community leaders to accomplish district objectives or goals.
(H) Contribute to the quality of district programs, including extracurricular programs; be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. Works with the City of Moore Planning Commission and the Oklahoma City Planning Commission on site locations and building code requirements.

2. Monitors a preventative maintenance program for school facilities as established by the Director of Maintenance.

3. Works with the administrative staff to prioritize and coordinate summer repair and remodeling.

4. Assimilates and recommends priorities for major maintenance requests from building principals.

5. Supervises maintenance services, custodial services, transportation services, and warehouse services through the appropriate director.

6. Prepares data and formulates proposals to meet needs in areas of responsibility.

7. Works with the school architects in the preparation of plans and soliciting bids for school construction.

8. Prepares cost estimates for construction and repair as requested.

9. Monitors school construction projects under contract.

10. Inspects school facilities for preventative maintenance needs and possible safety hazards.

11. Performs other duties as delegated by the Superintendent or Designee.

12. Coordinate and oversee the district's energy management program.

Supervision Exercised: An incumbent may supervise a small staff.

Reports To: Superintendent

Physical/Mental Requirements and Working Conditions:
The incumbent of the position must be physically able to operate a motor vehicle. He or she must also be able to exert the amount of force necessary to lift, carry, push, and pull. Must be able to bend, stoop, and climb. Work requires walking or standing to a significant degree. Some irregular hours may be required (nights, weekends, and holidays).

Terms of Employment: 250 day contract

Salary: To be established by the Board

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

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