

## UNION SCHOOL DISTRICT

### **DIRECTOR of OPERATIONS** (Facilities/Leases/Bond/Maintenance)

#### **The Position**

The Director of Operations is a management level position under the general direction of the Assistant Superintendent for Business Services. The Director of Operations, within a broad framework of standard operating policies and procedures, is responsible for the overall coordination of facilities and maintenance projects, including new construction and bond related projects, ongoing projects, deferred maintenance projects and District leases. The Director of Operations supports the District's future ready network infrastructure to support classroom instruction. The position serves as District liaison with school staff, parents, community groups, architects, construction managers, contractors, consultants, government agencies and the public at large.

#### **REPRESENTATIVE DUTIES:**

- Leads and coordinates the duties of but not limited to:
  - Supervisor, Maintenance and Operations
  - Accountant
  - Construction Managers and other Vendors as necessary
- Manages all District facilities.
- Develops and maintains the District Five-Year Deferred Maintenance Plan.
- Provides management for District projects, which includes the following: low voltage cable infrastructure, security camera systems, complex networking systems and future ready classroom furniture installations.
- Coordinates with Technology Services to continuously maintain and improve the District's future ready network infrastructure in support of operations and classroom instruction.
- Coordinates with Technology Services to support classroom audio/visual systems installation and support.
- Prepares and recommends budgets and expenditures.
- Coordinates classroom utilization and other space requirements and furniture needs.
- Prepares and executes the process and disposal of surplus materials.
- Coordinates the research and implementation of school facilities, properties, equipment and building programs to meet changes in population.
- Works cooperatively with the Business Services Department in the area of developer fees.
- Coordinates the efforts of the safety committee and its related activities.
- Assists with coordination, planning and organization of programs by utilizing surveys, advisory committees, teachers and other county/state/district officials.
- Coordinates with the Superintendent, site and district administrators and other providers to ensure proper program operation.
- Coordinates in-service training and workshops for classified staff.
- Monitors Capital Improvement Plan budget.

- Oversees modernization and new construction projects and construction office personnel.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Current educational administration principles and practices;
- School plant operations and appropriate supportive services required to assure operational effectiveness;
- RFPs, competitive bidding, and E-Rate;
- Employee organization contracts;
- Planning process;
- Budget preparation and control;
- District organization, operations, policies and objectives;
- Principles and practices of management; and
- Applicable laws, codes, regulations, policies and procedures.

### **Ability to:**

- Modify management strategies based on evaluation data;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Exercise judgement and discretion in interpreting and applying policies and procedures;
- Communicate effectively both orally and in writing;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and time lines;
- Work independently with little direction;
- Plan and organize work;
- Prepare comprehensive narrative and statistical reports;
- Establish and maintain cooperative and effective working relationships with others;
- Supervise and evaluate the performance of assigned staff; and
- Maintain regular attendance.

## **Qualifications**

### *Required Certification, Education and Experience:*

Must have any combination equivalent to: Bachelor's Degree from an accredited college or university. Coursework in business project management or operations, construction management; experience in managing large district wide projects; and advanced degree(s) preferred. A valid California driver's license is required. Demonstrated leadership, organizational and management skills. Appearance, grooming and personality that establishes a professional example.

### *Personal Characteristics:*

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

**SALARY & BENEFITS:** The Director of Operations, is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a competitive benefit package.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment with high noise and distraction levels  
Driving a vehicle to conduct work at other sites

**PHYSICAL DEMANDS:**

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;  
Ability to conduct verbal conversation and or training in English and, possibly, a designated language;  
Hear normal range verbal conversation (approximately 60 decibels);  
Sit, stand, stoop, kneel, bend and walk;  
Sit for sustained periods of time;  
Lift up to 40 or more pounds;  
Carry up to 40 or more pounds;  
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;  
Operate office machines and equipment in a safe and effective manner;  
Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and  
Conduct frequent repetitive arm, hand and body motion.

**Disaster Service Worker**

*CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*