TITLE: Executive Director of Operations  DEPARTMENT: Finance and Operations

REPORTS TO: Chief Finance and Operations Officer

POSITION SUMMARY: Under the Chief Finance and Operations Officer, the Executive Director of Operations provides vision and leadership in planning, developing and directing the operations of a large and growing school district, including the processes and procedures to monitor quality controls for functions within the Operations Department. This position requires knowledge of District Regulations and Procedures, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

• Lead and Direct the Operations Departments of the District, including oversight, management, and evaluation of personnel, material, equipment, and program of Facilities Services, Food Service, Transportation, and Facility Scheduling as assigned
• Develop skills and abilities of staff within all operations departments; assess and integrate best practices into all activities ensuring efficient and effective operations.
• Analyze, determine, implement and report on operational policies, guidelines, priorities, and the scheduling of various ongoing operational projects
• Analyze logistics to insure proper quality control and performance standards are in place and standards are met to increase District operational efficiencies
• Maintain, oversee, and train other staff as appropriate on the district’s facility use protocols and standard operating procedures
• Implement and supervise the district’s security services as it affects operations, working as appropriate with Capital Projects and the Information Technology Department
• Facilitate communication and project management between Capital Projects, Information Technology and the Operations Departments such that new, remodeling, or updating projects are completed in a timely fashion
• Develop appropriate procedural and service-oriented feedback loops regarding regular work, projects, and services in the Finance and Operations Department
• Analyze, evaluate and provide regular program feedback with suggested plans for amelioration of any targeted areas of concern to the CFO/COO and other stakeholders
• Participate in the District budget planning process, including determination of maintenance, transportation material, supplies, equipment, and service needs
• With the appropriate staff develop, manage, and report on the departmental budgets assigned within the Finance and Operations departments
• Participate and lead as appropriate in the selection, assignment, development and evaluations of supervisory personnel
• Conduct site visits, monitor worker performance, gather department(s) performance feedback and future needs information
• Represent the District on various internal and external boards, committees and functions as needed
• Advise, using operational knowledge, on the District’s emergency preparedness and security program, including serving on the District’s Advisory Committee to coordinate with municipal and regional agencies and building needs
• Serve as a member of the Superintendent’s Cabinet
• In the absence of the CFO/COO act as a key advisor in major financial decisions.
• Attend all board meetings, preparing and sharing information related to all areas of responsibilities
• Ensure compliance in all programs required by industry or governmental standards.
• Maintain current knowledge of rules, regulations, legislation, technology, and procedures governing school district support organizations
• Use technology for analysis, recordkeeping, communication, presentations, trainings, and workshops.
• Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures
• Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Master’s degree in business or public or education administration. Qualifying experience may substitute for educational requirements.

EXPERIENCE: Minimum of 5 years of operations, budget, finance, and employee supervisory experience. District-level administrative experience and supervision in school systems required. Prior experience coaching and training adult learners necessary. Further, the individual will possess the:
  Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
  Ability to communicate clearly and effectively in a pleasant, tactful and professional manner.
  Ability to research, analyze, and interpret data, rules and regulations, codes, statutes, and laws to effectuate change and improvement for learning.
  Ability to utilize software and technology for recordkeeping, presentations and trainings, and fluent communication.
  Ability to exercise independent decision making abilities, organize and manage multiple time sensitive tasks, and facilitate resolution of difficult and/or delicate parent, staff and community issues.

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain certification

REQUIRED TESTING: None specified

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Unrepresented

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign) Name (print) Date

UPDATED: November 2016

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