

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

