

## **OPERATIONS DIRECTOR**

### **Purpose Statement**

The job of Operations Director was established for the purpose/s of directing and planning of construction and major renovation projects; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

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### **Essential Functions**

- Collaborates with internal and external personnel (e.g. other administrators, architects, contractors, auditors, public agencies, community members, etc.) for the purpose of planning, implementing and/or maintaining services and programs.
- Directs department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. major renovations; site repairs/construction, maintenance, acquisition of new land for construction, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc. ) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Plans for and inspects new construction, repair work and related projects for the purpose of ensuring that jobs are completed efficiently; specifications are within regulatory requirements; and approving inspection reports and payment requests.
- Prepares a wide variety of written materials (e.g. facility records, correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; analyzing; budgeting and cost control; facilitating meetings; guiding others and leadership; managing staff/performance; planning; and problem solving.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; adaptability/flexibility; decision making; and leadership and direction.

### **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 45% sitting, 25% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Certificates & Licenses**

Valid Tennessee Driver's License & Evidence of Insurability

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

### **Salary Grade**