



**EXECUTIVE DIRECTOR,  
OPERATIONS**

**Job Description Draft  
Effective: July 1, 2010**

## **Position Summary**

Responsible for leading and managing the District's Operations Division (including, facilities, nutrition services, information technology, transportation, and security and emergency management) and ensuring that operational policies and procedures advance the educational mission of the District.

## **Reporting Relationship**

Report to the Chief Business Officer.

## **Responsibilities**

The essential job functions include, but are not limited to, the following fundamental duties:

Improve the efficiency and effectiveness of the District through strong management of resources.

Direct all aspects of District operations, evaluate their effectiveness and recommend changes to the Chief Business Officer.

Direct operations managers in the operations and maintenance of schools and other District facilities so that the environment provided is conducive to, and supportive of, teaching and learning.

Coordinate long range construction and maintenance planning with the District's annual levy certification.

Develop an annual budget, in conjunction with operations managers, reflecting the financial and personnel resources necessary to satisfy planned objectives and manage the annual budget within approved parameters.

Direct the annual evaluation of building utilization and the development of programs, providing for effective space management. Develop and implement long-range facility plans.

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### **Responsibilities (continued)**

Develop, manage and maintain City of Saint Paul and School District joint-use agreements and other property lease agreements.

Direct planning, design and construction of new and remodeled facilities, including management of construction contracts, construction inspections, architects and engineers and other professional consultants.

Develop and maintain working relationships with local planning agencies.

Manage, coach and develop work performance of direct reporting staff.

Maintain compliance with building and fire codes in the design and construction of facilities and their operations.

Develop, manage and implement environmental and safety programs which ensure compliance with all local, state and federal environmental regulations.

Direct the development and implementation of programs for housekeeping which establish staffing requirements and allocations, priorities, schedules and service levels for all district buildings. Direct and manage the grounds maintenance program. Direct and manage emergency and routine building maintenance.

Direct and manage food service operations of the district.

Direct and manage district storehouse product management, distribution and receiving, including pick-up and delivery of district goods.

Direct and manage the District's security and emergency management programs.

Direct and manage both in-house and contracted student transportation activities, bus safety and emergency response activities.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

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

Considerable knowledge of management theories and techniques.

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### **Knowledge, Skills and Abilities (continued)**

Considerable knowledge of institutional building construction methods and techniques related to the areas of general, mechanical and electrical construction.

Considerable knowledge of the laws, rules and regulations relating to building construction and maintenance.

Highly proficient skill in effectively-managing and supervising staff.

Considerable ability to work cooperatively with administrators, staff members, other agencies, professional groups and the public.

Considerable ability to plan and administer budgets.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to develop, modify and implement long-range plans.

Considerable ability to manage competitive bidding operations in the public sector.

Considerable ability to administer the construction and planning of school buildings.

Considerable ability to work with community groups to coordinate community planning with school planning.

Considerable ability to administer building repair and maintenance activities.

Considerable ability to administer building operations and custodial services for all buildings and maintenance of school grounds.

Considerable ability to manage nutrition service and warehousing operations and implement efficiency standards in accordance with applicable rules and regulations.

Considerable ability to manage district security and emergency management operations to assure coordinated and effectively implemented procedures to maintain a safe environment for staff, students and the public.

Considerable ability to respond to emergencies and interact with the public and law enforcement agencies.

Considerable ability to manage student transportation activities and understand the implications of changes in procedures and funding.

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### **Knowledge, Skills and Abilities (continued)**

Considerable ability to interpret construction drawings and specifications for institutional buildings.

### **Leadership Competencies**

Character that demonstrates a strong sense of ethics and values that serves as a role model to others.

Creating and leading the organizational vision.

Managing staff including directing others, delegation and building effective teams.

Resourcefulness, taking the resources of the organization into consideration and getting things done for less.

Working constructively with others.

Managing constituencies effectively.

Getting results.

### **Minimum Qualifications**

Bachelor's degree in engineering, architecture, mathematics, business or a related field and five years of experience in the administration of operations for a large organization, including at least five years of supervisory experience.

### **Preferred Qualifications**

- Master's degree in engineering, architecture, mathematics, business, or related field.
- Experience in a public K-12 educational institution.

(Equivalent combinations of education and/or experience will be considered.)