



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Executive Director, Operations**  
Job Family: **Administrative**  
Prepared/Revised Date: **December 5, 2018**

FLSA Status: **Exempt**  
Pay Range: **C**  
Job Code: **10309**  
Days: **260**

**SUMMARY:** Plan, direct, coordinate, manage, and supervise operational functions within the district including Facilities, Transportation, Child Nutrition, Custodial, Planning, Construction, and Security. Provide overall leadership, technical support and guidance for implementation of projects described in the District's Long-Range Plan that comprises bond program construction projects. Coordinates assigned activities with other departments, offices, and outside organizations. Serve on the Superintendent's Cabinet, district committees, boards and councils.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Direct the work of directors and managers who are responsible for the daily functions for each department in the operations division. Ensure compliance with all applicable federal, state, local and district policies related to the operations division.
2. Direct the process of real property acquisition and delivery of new school construction. Coordinate construction related projects and activities to ensure good stewardship of bond proceeds.
3. Direct the budget procedures for each department in this division and establish, approve, review, direct, evaluate and assure compliance limitations.
4. Identify long-term needs for budget purposes; analyzes facility needs and proposed program changes district-wide. Provide long-term planning for new facilities, remodeling projects and additions, as well as, district commodities and assets.
5. Assist in coordinating the district's emergency and crisis response teams including school closure during severe weather or under unusual circumstances.
6. Develop, implement, and evaluate programs and strategies designed to create and maintain safe, functional, secure, clean, and orderly facilities to ensure efficient and economical operations.
7. Work with other governmental agencies regarding joint use agreements, leases, planning, traffic issues and development activities.
8. Conduct meetings with architects, contractors, city and/or county planners and engineers, community members and district staff to communicate facility development and changes.
9. Hire, supervise and evaluate the operations staff comprised of administrative and classified personnel.
10. Perform other duties as assigned.



#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's Degree in a major pertinent to the position requirements: Construction Management, Business Administration, Architecture, Engineering or related field. Master's degree preferred.
- Minimum seven years of senior level experience within a large and complex business, government or education organization.
- Equivalent combination of education and experience will be evaluated.

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver's license.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Knowledge of the concepts, methods, and techniques of facility use, maintenance, and planning.
- Knowledge of effective techniques of managing facilities maintenance programs.
- Knowledge of the role and responsibility of public schools.
- Critical thinking and problem-solving skills.
- Budget development and fiscal management skills.
- Ability to plan, organize and direct large-scale facilities maintenance and construction projects.
- Ability to communicate, interact and work effectively and cooperatively with all stakeholders, including those from diverse ethnic and educational backgrounds.
- Ability to manage confidentiality in all aspects of the job.
- Ability to be on call and/or respond to calls 24/7.
- Ability to meet strict deadlines.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

#### **PERSONAL CHARACTERISTICS:**

*The Executive Director should demonstrate competence in the following:*

- *Adaptability:* Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- *Behave Ethically:* Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the District.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the District.
- *Creativity/Innovation:* Develop new and unique ways to improve operations and to create new opportunities.
- *Focus on Client Needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the District's parameters.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the District.
- *Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the District.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.



- *Think Strategically:* Assess options and actions based on trends and conditions in the environment, and the vision and values of the District.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint and other software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	PSD Superintendent of Schools	
<b>Direct reports:</b>	Director of Facility Services, Director of Transportation, Director of Child Nutrition, Director of Construction Services, Planning Manager, Security Manager, Administrative Assistant	10+

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	