



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Operations Administrative Supervisor** FLSA Status: **Exempt**
 Job Family: **Administrative Support Services** Pay Range: **SS35Y**
 Prepared/Revised Date: **September 20, 2023** Job Code: **34230**

SUMMARY: Perform executive administrative, organizational, and high-level clerical functions in support of the Chief Operations Officer and department administrators, and other Operations staff. Supervise and direct work of the Operations Customer Support Center, oversee special projects, prepare board items, and create and report out on performance measures for the security, facilities, transportation, and child nutrition departments within operations. Serve as a liaison to principals, office managers, and district staff. Monitor and reconcile department budgets, staffing, orders, and purchases. Independently manage sensitive communication issues and solve problems related to policy or procedural issues for principals, office managers, and district staff. Assist with human resource and recruiting needs in operations and establish procedures for temporary staffing and substitutes.

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	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Provide administrative leadership support to the Operations Area and the Child Nutrition, Facilities, Transportation, and Security Departments. Provide support to department administrators, and staff including but not limited to setting the agenda and leading coordination meetings; prepares budget documents, oversee special projects, updates professional resources, forms, and documents for the department; builds and maintains reports, manages department equipment purchasing and procurement needs; is the liaison between operations and finance and human resources; review processes through a lens of making improved efficiencies.	D	40%
2. Help select candidates, prepare information, documents, and materials for administrative hiring committees, grants, reports, and district-wide meetings; prepare items for Board of Education meetings. Research, compile, organize, and analyze complex data and prepare reports. Initiate, type, compose, and edit correspondence, forms, newsletters, and memos. Update and maintain district documents.	D	10%
3. Reconcile and monitor all departments budgets including mill levy and bond budgets as assigned. Process purchase requests, purchase orders, and contract renewals. Serve as a resource, advise on operational issues related to budget, staffing, legal mandates, and issues.	D	10%
4. Oversee and support the Customer Support Center staff and function with technical support service including managing communication processes, training needs, work orders, and on call rotations. Assist in reviewing, analyzing, testing, and documenting system functionality of Operations department technology and software. Support and serve as a resource for District staff in basic functions of District supported software including custom in-house applications.	D	10%
5. Attend work and arrive in a timely manner.	D	1%
6. Assist with design, content management and maintenance of all Operations department websites and Intranet solutions in collaboration with IT staff and guidance of IT Leadership.	W	10%



7. Post and close job vacancies, monitor applicants throughout the hiring process, and collect and maintain required documentation. Prepare and submit human resources paperwork for the department, including employee reports, job orders, and leave requests. Track staffing rosters and FTE allocations. Coordinate and/or assist with the hiring, onboarding, and training process for new staff. Track department absences. Maintain a database of personnel data and files for the department.	M	10%
8. Oversee department guidelines and procedures. Review them annually and bring them to operations leadership for updating and renewal. Ensure that all operations procedures and forms are current and meet District needs and are communicated with the schools and district administrators.	M	5%
9. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree business administration, information technology, communications, or related field preferred
- A minimum of 5 years of administrative office experience required
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, MS Teams, Excel, PowerPoint, Publisher, Outlook, Visio and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, printer, scanner, fax machine, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Customer Support Center Staff	3

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	
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			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Depth perception	
Ability to adjust focus	X

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