

EXECUTIVE MANAGER OF OPERATIONAL SUPPORT

QUALIFICATIONS

A. REQUIRED

- High School Diploma or GED
- Two years of college with coursework related to contracting, construction, building maintenance, human relations, project management, job site and field supervision or the equivalent.
- Minimum of five (5) years supervisory experience, with a minimum of three (3) years supervisory experience in operational support (food service, transportation, facilities)
- Must possess a valid AZ driver's license.
- Equivalent combination of education/training/experience

B. DESIRED

- Bachelor or Masters Degree with coursework related to contracting, construction, building maintenance, project management, job site and field supervision or the equivalent.
- Prior relevant experience in an educational institution.

SUMMARY

The Executive Manager of Operational Support manages the District's support services departments that include Operational Support, Food Services, Transportation, and Facilities Support Services. Other areas of responsibility include construction projects, traffic issues, District security, rental/use of District facilities and Arizona School Facilities Board (SFB) projects.

Reports to: Superintendent

ESSENTIAL FUNCTIONS

- Directs, plans, organizes and coordinates all programs, functions, and activities of the Operational Support Department to fulfill student and staff safety and well being
- Directs the development and administration of budgets, policies, projects and programs to effectively and efficiently deliver high quality services to students and staff
- Communicates a vision and provides department leadership to focus employees so they become proficient and motivated to do their best work
- Hire, discipline, evaluate employee performance, investigate and resolve grievances
- Ensure that department operations conform with local, state, and federal government regulations and other applicable rules and policies
- Develop partnerships with community representatives, external agencies, and other organizations to develop a sense of relevant issues facing the District and to respond as a representative of the District
- Exercise oversight authority and broad discretionary judgment to manage all functions and resources of the department to achieve the department's strategic priorities

ESSENTIAL FUNCTIONS (continued):

- Develops and oversees facility capital plans to develop a strategic plan of capital renewal of facilities
- Manages facilities grant projects, including applications for SFB grants, to ensure that academic facilities meet District standards
- Implements and directs environmental, energy and fuel efficient programs
- Oversees procurement of grants for energy efficiency projects
- Maintains professional knowledge through such means as attending seminars, reviewing professional publications and participating in professional organizations
- Directs architects and engineers in the cost-effective design of school facilities that meet the needs of the District
- Ensures that construction of school facilities is sound and complies with legal requirements
- Directs the maintenance and security of school facilities
- Directs the fleet acquisition and maintenance program
- Reviews and evaluates overall department personnel and program performance
- Resolves management issues relating to policies and operating procedures
- Available to travel, attend and actively participate in District and non-District meetings as required
- Promotes and supports District-wide educational advancement in 21st Century skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties as assigned

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to develop working knowledge and understanding of School Facilities Board (SFB) standards, and oversee SFB and District related projects
- Possesses excellent oral and written communication skills
- Ability to enhance and maintain employee morale
- Patience, tact, and courtesy in dealing with others
- Ability to work under adverse weather conditions
- Ability to follow written and oral instructions
- Ability to kneel, pull, twist, bend and climb
- Ability to interpret written instructions, directions, schematics and reports
- Ability to climb stairs and ladders and work in elevated areas
- Ability to bend, squat, stoop, kneel, twist, crawl and lift one or both arms above shoulder level
- Ability to work in small, cramped, or confined spaces
- Ability to walk on uneven surfaces, if necessary
- Ability to work under adverse conditions involving noise, heat, cold, noxious chemicals, heights, high voltage electricity and all weather and temperature conditions
- Ability to work both indoors and outdoors
- Ability to use hand and power tools
- Ability to operate an automatic or standard transmission motor vehicle