

## **Hobbs Municipal Schools Job Description**

**Position:** Director of Operations

**Supervisor:** Superintendent of Schools

**General Job Description:** To provide a healthy, safe, and attractive physical plant for the students learning experiences and for the District's staff working experiences. To provide for the efficient transportation of the District's students.

**Supervises:** Custodial/Maintenance and Food Services/Transportation Services

**Qualifications:**

1. Master's degree in related area such as School Administration, Business, Engineering, etc.
2. Experience in supervisory position including skills in personnel management, finance, operation of plant, safety, and negotiations.
3. Knowledge of school business and operations, purchasing, insurance, cafeteria, transportation and budgeting.
4. Some background in engineering fields, construction, or repair of commercial or public facilities preferred.
5. Knowledge of Federal and State codes as they apply to Public Schools.
6. Ability to work around many people and maintain a positive perspective.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
8. Must be able to pass employment verification.

**Essential Duties and Responsibilities:**

1. Demonstrates foresight, examines issues, and takes initiative to improve the quality of education in the community.
2. Embraces and encourages the acceptance of diversity.
3. Uses effective people skills to communicate.
4. Provides and maintains an environment where optimal student growth can take place.
5. Demonstrates ethical leadership.
6. Demonstrates understanding of the dynamics of the educational organization.
7. Effectively manages the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Uses supervision, staff development and performance evaluation to improve the educational climate of the district.
9. Maintains a familiarity with current educational and business issues through a process of ongoing personal development.
10. Complies with all Board policies and administrative regulations.
11. Works cooperatively with administrators, supervisors, and colleagues.
12. Demonstrates ethical behavior.
13. Establishes and recommends priorities on mill and/or bond money.
14. Maintains records as required.
15. Advises and helps select architects, engineers, and contractors of major building work.
16. Coordinates a district-wide safety program and committee.
17. Responsible for the district-wide transportation program.
18. Responsible for the coordination and maintenance of the district's equipment inventory.
19. Responsible for coordination of warehousing and inventory of District supplies.

**Additional Duties and Responsibilities:**

1. Manages use of facilities after regular hours.
2. Assists the Superintendent in the budget process and applications.
3. Assists the Assistant Superintendent for Personnel in research and collection of data on student projections and other budget areas affecting staffing.
4. Oversees and monitors the District's technology infrastructure planning.
5. Advises Superintendent or designee on recommended weather delays.
6. Serves as a liaison with the City of Hobbs, Lea County, and New Mexico governmental agencies in matters concerning public safety, publications, transportation, and facilities.
7. Other duties as assigned by the Superintendent.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be able to interact with the public and staff in a tactful and cooperative manner. Must be self-motivated and able to complete job assignments without direct supervision. Must be able to work extended work hours and be able to travel . Must be able to work under stressful conditions.

**Physical Requirements:**

Sitting, standing, lifting, pushing, pulling and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture and equipment may be required

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.