



Littleton Elementary School District #65 Position Description

TITLE: Director IV for Operational Resources

CLASSIFICATION: Exempt

REPORTS TO: Superintendent

SUPERVISES: Maintenance, Transportation, Food Service, Community Resources, Construction, Facility Operations and Safety

MINIMUM QUALIFICATIONS: Minimum of 3 years prior administrative experience in the area of operational management preferably in the public sector. BA in appropriate field related to area of assignment. Equivalent combination of education and experience may be sufficient to successfully perform the essential duties of the job.

Essential Functions/Performance Responsibilities: As assigned and approved by the Superintendent

GENERAL STATEMENT OF RESPONSIBILITIES: Under general direction of the superintendent to develop, plan, implement, evaluate and administer major operational functions and programs including transportation, maintenance, food service, facility operations, safety, community resources and construction.

KNOWLEDGE AND SKILLS REQUIRED:

Extensive knowledge of determining project scope and feasibility of capital and maintenance projects; estimating costs of projects; collecting, reviewing and making recommendations on contract awards in assigned department areas; meeting with contractors, architects and engineers to review building plans and to discuss bids and projects. Skills in management techniques, scheduling work and projecting timelines, conformance and laws and regulations regarding food services, safety management, and community resources. Any other such alternatives as acceptable and appropriate for the position as the Board may find appropriate.

PHYSICAL REQUIREMENTS: Positions in this class typically require: standing, walking, talking, hearing, seeing, reaching, climbing, stooping, sitting, crouching, grasping and use of repetitive motions. Lifting and/or movement is moderate and up to 20 pounds occasionally and up to 10 pounds frequently, and/or negligible amount of force constantly to move objects. The employee is regularly required to sit and use hands to finger, handle, or feel objects, tools or controls. Specific vision abilities required by this job include close vision as to read handwritten or typed materials and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with public and staff.

Noise Level: The noise level in the work environment is moderate to loud.

REQUIRED LICENSE/CERTIFICATION: Valid State of Arizona Driver's License.

TERMS OF EMPLOYMENT: Twelve months per year. Salary, work year and benefits to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of administrative personnel.