

**JOB DESCRIPTION**  
Gary Community School Corporation

Job Title: Director of Operations and Facilities Management  
Reports To: Superintendent of Schools  
Salary Range: Salary Commensurate with Education & Experience

**PURPOSE STATEMENT**

To assist the superintendent substantially and effectively in the task of planning, directing, establishing priorities and coordinating a variety of complex fiscal functions for the District's business operations facilities management departments that support the best possible educational programs and services.

**Definition:**

The Director of Operations and Facilities Management is responsible for the safety, maintenance, construction, and operations of buildings, grounds, and equipments of the District; oversees the support services of the District, including Maintenance, Operations, Transportation, Security, Food Services, Energy/Safety, Deferred Maintenance, Facilities Coordination, and Construction and performs other related work as required.

**ESSENTIAL FUNCTIONS**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Participates in the selection, supervision, training, and evaluation of assigned professional employees.
- Provides support to and may serve as a member of: the District's collective bargaining team as requested.
- Participates in the development of District policy through membership in the Superintendent's Cabinet.
- Plans, organize, and direct the District's operational services, which includes security, transportation, food services, maintenance, and operations.
- Consults with administrative officials, contractors, and architects regarding new construction activities as they relate to future building and grounds.
- Plans, organize, and direct the District's operational services, which include transportation, food services, maintenance, and operations.
- Consults with administrative officials, contractor and architects regarding new construction activities as they relate to future building projects.
- Plans and organize portable relocations.
- Oversees legal bidding process for construction projects.
- Oversees official District contact with State for deferred maintenance and other alternative programs.
- Develops operational procedures, methods, and techniques for all units supervised.
- Establishes goals and objectives for the operational services division.

- Develops and implement monitoring to ensure that District and division goals and objectives are met.
- Evaluates and approve acquisition of materials, supplies, and equipment related to supervised functions. Establish and maintain such records as are necessary for the carrying out of assigned functions.
- Prepares, review, and monitor all appropriate budget plans
- Ensures that all appropriate policies and rules are adhered to.
- Supervises and provide staff development to managers.
- Supervises the facility use program.
- Works with local jurisdictions on joint use/coordinated programs.
- Reviews and upgrade inventory control systems.
- Serves as a mentor to one or more Gary Community School Corporation students throughout the school year.
- Provides school-based support and fulfills an adopt-a-school roles on an annual basis.
- Maintains regular attendance and punctuality.
- Performs other duties as assigned.

### **OTHER FUNCTIONS**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

### **SUPERVISORY RESPONSIBILITIES**

Supervises all assigned departments and staff.

### **QUALIFICATIONS**

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.

Knowledge of:

- Knowledge of laws and regulations governing public school finance, including budget, accounting and fiscal reports, principles, and practices of school accounting; accounting and fiscal analysis techniques; audit standards and fiscal controls; theory and practice of modern school business management; governmental budgeting, accounting, purchasing stores, contracts; principles, practices, methods and techniques of facility maintenance, operations, remodeling, construction; current principles, practices, and trends regarding the appropriate equipment, materials, and supplies utilized in the various building trades and maintenance; facility use procedures; laws related to construction; familiarity with school building, health and safety codes.

Skill in:

- Using a computer and related software applications
- Using modern office equipment

Ability to:

- Represent the District in meeting with administrators, professional staff, business leaders, governmental representatives and the public, concerning District financial management.
- Assist the Superintendent in long-range financial planning and business policy development.

### **EDUCATION AND EXPERIENCE**

Master's degree or higher from an accredited college or university in business administration, public administration. A minimum of (7) seven years of successful business experience, and (3) three years in the administration of maintenance, construction skill trades or related programs. Knowledge of laws and regulations governing public school finance, including budget, accounting and fiscal reports, accounting and fiscal analysis techniques, theory and practice of modern school business management, governmental budgeting, accounting, purchasing stores, contracts, principles, practices, methods and techniques of facility maintenance, operations, remodeling, construction, current principles, practices, and trends regarding the appropriate equipment, materials, and supplies utilized in the various building trades and maintenance; facility use procedures; laws related to construction; familiarity with school building, health and safety codes. Ability to plan, direct, establish priorities and coordinate a variety of complex fiscal operations, involving the operations of multiple specialized units; prepare and/or present clear and concise written and oral reports regarding complex technical information; interpret and apply laws, rules, regulations, and policies related to financial matters; work effectively with officials and employees of the District, other public agencies, and the public; assemble and analyze data and make appropriate recommendations for fiscal and budget actions; supervise the activities of others engaged in various district business activities.

### **CERTIFICATION**

Certified public accountant license.

### **PHYSICAL DEMANDS**

The physical demands described there 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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Testing**

- Drug Test
- Pre-placement Medical Exam

**Certificates & Licenses**

- None

**Continuing Educ./Training**

- See Above

**Clearances**

- Fingerprinting/Background Clearance

I HAVE REVIEWED AND UNDERSTAND THE DUTIES, RESPONSIBILITIES, AND REQUIREMENTS OF MY JOB DESCRIPTION.

Employee Name (Printed)

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Employee Signature

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Date\_\_\_\_\_