

Surry County Public Schools
Director of Operations and Procurement (Technology)
Job Description

Job Title: Director of Operations
Salary Index: 1.14
Reports to: Division Superintendent
FSLA Status: Exempt

SUMMARY

Oversee, supervise and negotiate all special projects and programs in the school system. Perform all the facility and operation management functions for the school system. Plans, organizes, and supervises the installation and maintenance of all technology related equipment. Attend school board meetings as required to answer and provide information to the board.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned by the Superintendent.

- Negotiates all contracts with vendors that provide products and/or services to the school system.
- Ensures that the school system receives the best price for the services rendered.
- Approves the purchasing of goods and services in the best interest of the school system after conferring with the Superintendent.
- Assists with budget preparations.
- Trains staff and provides guidelines for purchases within the school system.
- Contacts vendors for rate quotes for renovations to buildings and/or equipment leased or purchased.
- Oversees all facilities and makes sure they are safe and secure for regular school operation.
- Coordinates all facility improvements.
- Serves as technology advisor on school committees and at Central Office.
- Oversees and coordinates athletic facility improvements.
- Attends workshops and conferences on behalf of the school system.

SUPERVISORY RESPONSIBILITIES

Supervise the operations staff to ensure the most efficient facility, transportation, technological, custodial, and maintenance operation possible.

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.

EDUCATION and/or EXPERIENCE

- Hold a Bachelor's Degree in Business Management or Business related field from an accredited college or University, or significant prior experience related to managing multiple task at an organizational level.

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.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment is moderate.