

**POSITION AVAILABILITY NOTICE**  
**CHIEF OPERATIONS OFFICER - BHAS**

START DATE: As soon as possible

The Chief Operations Officer serves in a staff capacity to all administrators in the district regarding matters pertaining to operations. This position oversees all construction management, facilities, maintenance, custodial, transportation, food services, security, operational contract administration and other operational activities of the school district as assigned.

QUALIFICATIONS:

- Minimum qualifications are a Bachelor's degree from an accredited university, with a concentration (s) in engineering, construction, and/or general administration; or, trade certifications relative to facility maintenance work.
- At least five (5) years of experience in operations area at a senior level.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Supervise the constituent departments and personnel of the Operations Division
- Direct the evaluation of the division's personnel in accordance with policy.
- Act as liaison with the Board, other divisions of the school system, and other agencies and organizations on matters related to facilities, construction management, food, security, custodial, transportation, and maintenance.
- Advise the Superintendent on operations matters of the district.
- Oversee the implementation of the District's policy and procedures related to Operations.
- Administer the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operations, including a five-year capital projects plan.
- Keep aware of emerging developments in administrative functions, operational areas including school construction management.
- Complete and file the necessary reports for local, state and federal agencies.
- Perform any specific duties designated yearly in any of the operations areas' delineation of responsibilities or action plans.
- Conduct school site visits to ensure operations' activities are coordinated and effective.
- Lead the district's emergency preparedness and crisis prevention efforts.
- Prepare RFPs and supervise bid process for contracted operational services; oversee such privatized services and administer contracts for same.
- Present to the Board of Education annual progress reports on operations and the five-year facility/operations plan.
- Perform other responsibilities as may be assigned by the Superintendent.

REPORTS TO: Superintendent

TERMS OF EMPLOYMENT: This is a twelve-month position. Salary and benefits as established by the Board of Education

DATE POSTED: April 5, 2018

Authorized by: \_\_\_\_\_  
Human Resources Superintendent

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