The Hermiston School District is seeking applicants for the position of Director of Operations. Under the general supervision of the Superintendent of Schools, the Director of Operations is responsible for the overall maintenance of the physical school facilities and grounds in a condition that is safe, clean, attractive, pleasant and efficient that will provide all students with an excellent learning environment. The Director coordinates, supervises, inspects, plans and directs the overall work activities of School Operations and Maintenance, Facility Use and Access, Security, Risk Management, Transportation, Food Service, various support programs such as the Print Shop and Driver’s Education Program, as well as contracted projects in accordance with established policies and guidelines. The position is a Cabinet level position and acts as a key advisor to the Superintendent.

Qualifications:
- Administrator license preferred.
- Previous experience in administration, maintenance, and facilities.
- Demonstrated ability to direct and manage people in a positive, productive manner.
- Demonstrated ability to communicate orally and in writing in an effective manner.
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures.
- Maintain integrity of confidential information relating to students, staff, or district patrons.
- The ability to work harmoniously with others.
- Experience managing a substantial capital construction program preferred.

Duties include but are not limited to:
- Serves as the overall supervisor of the Transportation, Food Service and Operations and Maintenance departments. Evaluates assigned personnel.
- Supervises and coordinates all facility usage, specialized facility campuses (e.g. Kennison Field), and ensures compliance with facility use policies and procedures.
- Organizes and ensures events and activities are supported, supervised, and managed in a safe and effective manner.
- Reviews, approves, and coordinates activity trips, field trips, and other student transportation events.
- Provides direction to the Facilities Supervisor to ensure appropriate coordination, implementation, and supervision of the construction, improvement, and modernization programs for existing schools and facilities.
- Serving as the District’s safety officer, ensures compliance with all state and federal safety regulations, Oregon Department of Education regulations and the Hermiston School District Board of Education policies.
- Serves as the District’s Risk Management Officer and supervises Return to Work/Worker’s Compensation Programs.
- Establishes and executes procedures so that all automotive equipment used for the transportation of students is properly maintained and meets state safety requirements.
- Meets with district and community groups affected by facilities projects, and represents the District to parent and community groups on matters related to maintenance, operations, and facilities.
- Assists the Superintendent and Business Manager in developing a long-range capital improvement and capital equipment plan, and updates that plan annually for compliance with state of Oregon Facility Planning Laws.
- Recommends employment and assignment of personnel as required.
- Confers with the site principals and directors on maintenance and operations problems and makes recommendations as required.
- Makes recommendations concerning purchase of materials and equipment.
- Establishes and maintains a positive safety and security program, including but not limited to staff training, coordination with local first responders, and the monitoring and upkeep of the District’s video surveillance and access control systems.
- Creates, implements, and revises an annual budget for expenditures for Operations.
- Perform other duties as directed by the Superintendent.
Application Procedures:
Application materials will only be accepted through our on-line application portal: www.hermiston.k12.or.us/employment

The applicant must supply the following items:

- Online application form
- Letter of application outlining the candidate’s ability to meet the required and preferred qualifications
- Professional resume
- Letters of recommendation (3 minimum)

*It is the responsibility of the applicant to ensure his/her application is complete.*

Application Period:
This position will remain open until filled where candidates are recommended to have application materials submitted by **4:00 pm on Tuesday, May 30, 2017.**

Salary & Benefits
Twelve (12) month position, including 9 paid holidays and generous vacation allowance. Competitive benefit package including a generous allowance towards the purchase of group family health coverage (medical, RX, dental, and vision), employee life and AD&D insurance, District paid retirement (PERS, annuity), and monthly cell phone and travel allowance. Annual Salary Range: **$99,718-$110,097** depending upon previous experience.

About the District:
The Hermiston School District is the largest district in Eastern Oregon, exceeding 5,600 students, and continues to experience steady enrollment growth. It serves students in grades kindergarten through 12 with a broad range of programs from foundational learning skills to comprehensive vocational programs to an exhaustive array of post-secondary college credit bearing opportunities. The school district includes a 9-12 senior high school, two 6-8 middle schools, five K-5 elementary schools, an alternative school, and a robust online learning program option for students and families.

Support for the school district has been strong from the community. In 2001 voters approved a $39 million building program which included the re-construction of the high school, an additional elementary school, and various district-wide renovations. The voters also approved a $69.9 million bond in 2008. The bond served to replace Armand Larive Middle School, West Park Elementary, and Sunset Elementary. A new $5.0M sports facility recently lauded as “The Best Prep Stadium in Oregon (OregonLive, 2014),” provides a state-of-the-art collegiate-level track and field complex and all-weather football and soccer surface.

The District employs over 530 full time staff that includes approximately 300 teachers and over 200 classified, support, and supervisory personnel, making it one of the largest employers in the city of Hermiston. A nationally-recognized community that embraces its diversity, the district serves some 30,000 residents, where one-third of the population is Hispanic.

The school district prides itself on the academic achievement of its students, successful athletic programs, nationally-recognized club and activity organizations, and its exhaustive list of academic and elective opportunities available to students. The District’s partnership with community organizations has been central to its continued success, highlighted by support groups who have provided nearly a half a million dollars to assist students and programs through such venues as the Hermiston Sports Booster Club, Hermiston Education Foundation, Band Boosters, FFA Alumni, and the community sponsorship of the student homebuilding program, to name a few.

About the Community:
The largest city in eastern Oregon, Hermiston maintains over 18,000 residents and is located in northeastern Oregon, just south of the Oregon-Washington border. The Hermiston School District boundary encompasses over 150 square miles of the Columbia Basin region, whose unique geographical area offers an extended growing season and a variety of agricultural crops and products. The immediate Hermiston area has been able to diversify its economy with food processing, cold storage, warehousing and distribution facilities. In addition, Hermiston’s close proximity to the Columbia River Gorge and the surrounding Blue Mountains make it an ideal place for outdoor activities, and one of the fastest growing and economically charged communities in all of Oregon.

*The Hermiston School District is an Equal Opportunity Employer*