

**LODI UNIFIED SCHOOL DISTRICT**  
**1305 East Vine Street, Lodi, CA 95240**

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**Job Description: Executive Director of Operations**

**Classification:** Management

**Work Year:** 223 Days

**Salary:** LUSDAA Salary Schedule

**Department:** Fiscal Services Department

**Reports To:** Superintendent

**Supervises:** Directors, Supervisors,  
Confidential and Classified  
Staff

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**PRIMARY FUNCTION:** This position is responsible to the Superintendent for the delivery of services and programs related to non-instructional district operations in the assigned areas to include Facilities and Planning, Maintenance and Operations, Nutrition Services, Technology Services, and Transportation. Provides vision and leadership in planning and implementing the school housing and facility program, encompassing the design and construction of new school buildings, as well as the repair, maintenance, alteration, reconstruction, and modernization of existing school buildings and district facilities. The Board of Education designates this position as Management.

**SUPERVISION RECEIVED AND EXERCISED:** Under the immediate direction of the Superintendent, supervises and evaluates department directors, as well as supervisory, confidential, and classified staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Duties and responsibilities may include, but are not limited to, the following:

Collaborates with a wide variety of internal and external groups for the purpose of planning and implementing effective and efficient business operations in assigned areas of responsibility; create long- and short-term plans and goals to address and meet organizational objectives. *E*

Develops, evaluates, and makes recommendations to the Superintendent regarding administrative policy governing the Facilities and Planning, Maintenance and Operations, Nutrition Services, Technology Services, and Transportation departments. *E*

Coordinates, implements, and supervises the planning and construction of new schools and district facilities and their repair, reconstruction and relocation of existing schools and district facilities. *E*

Coordinates the selection, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, attorneys, inspectors, and other professional service agencies used in support of the facilities program. *E*

Monitors progress of construction projects, daily and long term; represents district at construction planning meetings with contractors and architects; meets with architects and other facilities consultants or contractors to coordinate future project planning; reviews change order requests from architects for acceptability and cost; reviews construction schedules and ensures timely completion of such projects; makes field decisions on construction issues, as necessary. *E*

Collaborates closely with the Executive Director of Fiscal Services on funding sources for construction projects and monitoring facility legislation and services provided by bond counsels, financial advisors, and bond underwriters. *E*

Negotiates contracts as appropriate; reviews invoices and contract terms with contractors, vendors, etc.; confer with District legal counsel and the Superintendent, as needed and appropriate. *E*

Prepares and presents periodic or special facility housing and financial reports to the public, funding agencies, Board of Education, Superintendent's Cabinet, school sites, and community groups. *E*

Remains abreast of current issues, developments, and innovations in the assigned areas by attending professional association meetings and conferences, and by networking and collaborating with others in the field. *E*

Participates, as assigned, with demographic planning. *E*

Receives and resolves concerns and answers questions from staff members and the public. *E*

Performs other duties as assigned by the Superintendent. *E*

Attends all necessary and relevant Board of Education meetings. *E*

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Education code, federal, state, and local laws, codes, regulations, and requirements pertaining to the assigned responsibilities and bargaining unit contracts.
- Organizational development principles and practices.
- Strategies for managing a large, diverse organization.
- District business operations supporting curriculum and instructional programs, including technology integration.
- Programs and issues impacting district schools.
- Public education systems, county and community resources, and agencies.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Principles and techniques of budget preparation and control.

##### **Ability to:**

- Provide leadership, direction, and accountability in administrative and non-instructional functions.
- Analyze problems, make decisions, and take responsibility.
- Provide effective oversight of district business operations to meet goals and objectives.
- Implement collaborative and team-building processes.
- Establish and maintain cooperative and effective working relationships.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Supervise and evaluate the performance of assigned staff.
- Support and implement district goals.

**EDUCATION AND EXPERIENCE:** Bachelor's degree from a four-year accredited college or university in business or public administration, construction management or related field along with 5 years of progressively responsible management experience in public K-12 schools. Any other combination of training and experience that demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

**DESIRABLE:** Master's or Doctorate degree with emphasis in business administration, or closely related field. Completion of an accredited School Business Management program.

**LICENSES AND OTHER REQUIREMENTS:**

Maintain a valid California Class C Driver's License.

**WORKING CONDITIONS:** Working conditions may include, but are not limited to, the following:

Environment: Office or outdoor environment

**PHYSICAL ABILITIES:**

Hear and speak to communicate effectively in person and on the telephone

See to read, prepare documents and reports, and view a computer monitor

Dexterity of hands and fingers to demonstrate activities, prepare materials, and operate a computer keyboard

Sit or stand for extended periods of time

Lift objects up to 25 pounds