

Job Title: OPERATIONS COORDINATOR
Reports to: Chief Administrative Officer
Dept./School: District Wide
Wage/Hour Status: Exempt
Date Revised: May 15, 2023

Primary Purpose

Assist staff, to ensure that safety measures are taken to minimize hazards, while safeguarding the wellbeing of students and staff. Oversee the compliance and coordination of records retention. Supervise the district mail carriers to ensure prompt and accurate delivery of intercampus and U.S. mail.

QUALIFICATIONS

Education/Certification

Bachelor's degree, preferred

Special Knowledge/Skills

Knowledge of basic principles of construction
Ability to manage budget and personnel
Ability to coordinate district functions
Ability to interpret policy, procedures, and data
Ability to read blueprints
Strong organizational, communication, and interpersonal skills

Experience

Three years supervisory experience in safety-operations, preferred

MAJOR RESPONSIBILITIES AND DUTIES

Safety Program

1. Coordinate safety programs including: hazardous materials, fire safety inspections, and district safety programs.
2. Coordinate safety meetings and provide safety training for all employees.
3. Inspect facilities including all district buildings and playgrounds, and report safety concerns to the District Call Center.
4. Maintain written reports for security audits, and compliancy with federal, state, and insurance regulations.
5. Ensure compliance with applicable hazardous material training.
6. Compile documentation that supports the district emergency management functions.
7. Follow-up all safety requests (tickets) to ensure work is completed in a timely manner.
8. Provide oversight to ensure that fire safety equipment (fire extinguishers, emergency lights, and fire exit lights) are maintained in operating and optimum condition.

District Records Retention Program

9. Acts as the Records Management Officer, for the district.
10. Manage the ongoing maintenance of centralized district records retention, including: identification of records for storage, retrieval of records, and the coordination of annual records processing and destruction, in accordance with the records retention schedule.
11. Ensure the records retention schedule is updated annually on the districts website, and disseminated to the staff.
12. Obtain proposal from RCI (Records Consultant's Inc.) on the annual fees for records retention and storage as per state guidelines, and follow through with scheduling dates and oversee the completion of the proposal agreement.

District Mail Room

13. Evaluate the effectiveness of the mail room, and provide recommendations for improvements.
14. Assist mail clerks with sorting and delivery of mail as needed.
15. Compile vehicle records to ensure vehicles are maintained and licensed properly.

Textbook Team

16. Evaluate the effectiveness of the textbook team, and provide recommendations for improvements.
17. Assist textbook team with receiving, shipping, delivery, and maintaining the textbook inventory.
18. Compile vehicle records to ensure vehicles are maintained and licensed properly.

Policy, Reports, and Law

19. Compile, maintain, and file all physical and computerized reports, records, and other documents, as it pertains to records retention, fire safety, and asbestos.
20. Prepare data necessary to process payroll.

Budget and Inventory

21. Compile cost estimates based on documented program needs.
22. Plan and direct inventory and stock control program for equipment and supplies.
23. Replace and maintain a current inventory of supplies to avoid delay when reordering.

Personnel Management

24. Prepare, review, and revise job descriptions for the mail room and textbook department.
25. Evaluate job performance of employees to ensure effectiveness.
26. Train and supervise personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Other

- 27. Perform disaster duty when needed.
- 28. Attend professional growth activities to keep abreast of innovative techniques in safety operations.
- 29. Respond to after-hours emergencies as needed.
- 30. Perform other duties as assigned by supervisor.
- 31. Maintain confidentiality of information.

Supervisory Responsibilities

- 32. Supervise and evaluate job performance of employees within the mail room and textbook department.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Frequent district-wide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct onsite inspections of all district facilities and construction projects.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____