



Employment Opportunity
Butler County Educational Service Center
February 16, 2017

POSITION: Director of Operations

GENERAL DESCRIPTION: The Director of Operations will be responsible for managing the day-to-day operations necessary to ensure the organization achieves its objectives. He/She will provide the leadership, direction and oversight of the divisions of maintenance, operations, purchasing, warehousing, inventory and delivery, transportation, food services, business contracted services, technology consortium, and other trades. He/she will assist and supervise in the planning of all building construction, renovation and relocation, including contract negotiation and establishing cost efficiencies for projects and operational expenses. He/she will manage all school district property

QUALIFICATIONS:

- Bachelor's Degree preferred in business, accounting, finance or equivalent relevant experience.
- Strong organizational, planning, and project management skills.
- Experience administering multiple projects simultaneously.
- Demonstrated communication, relationship building, and strategic planning skills.
- Commitment to keeping current with technology advances.
- Prior experience in a related field including supervision of staff.
- Valid Driver's License and access to personal insured vehicle.
- Must pass criminal background checks and be free from communicable disease.

STARTING DATE: Immediately
SALARY: \$75,000 -\$90,000 firm
BENEFITS: Excellent benefit package based upon Board Policy
WORK YEAR: Full Time – 260 days
DEADLINE: March 3, 2017 or until position is filled.
APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.