

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	Operations Coordinator
<b>DEPARTMENT &amp; PROGRAM:</b>	Fiscal Services   Administrative Services
<b>WORK YEAR:</b>	240 Days   12 Months   5 Days a Week
<b>SALARY   PLACEMENT:</b>	Range 6
<b>SUPERVISED BY:</b>	Chief Financial Officer
<b>ASSOCIATION:</b>	Non-Represented, Management
<b>FLSA STATUS:</b>	Exempt

*The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.*

### GENERAL DESCRIPTION OF THE POSITION:

The Operations Coordinator works independently performing a wide range of complex administrative and supervisory duties related to District facility and operations, in collaboration with the Chief Financial Officer (CFO). The Operations Coordinator position includes coordinating District and regional operational projects, activities and action plans; monitoring operational standards; providing technical assistance, resources, and ongoing support. Operations Coordinator is required to be on site 5 days a week at our main district office or at other facility sites.

The Operations Coordinator will be the primary District representative, with decision making authority, when working with facilities staff, and contracted agents, to maintain clear lines of communication and seek to proactively address issues related to safety, facility maintenance, care and upkeep of District grounds and property, as well as related acquisitions. Operations Coordinator will also carry out related operational functions relating to the District transportation fleet.

### ESSENTIAL FUNCTIONS:

1. Embodies the principles and practices that support our core values, vision, and strategic priorities. Follows and supports CESD policies and procedures.
2. Leads District campus operations (including grounds-maintenance and transportation fleet), making executive decisions as applicable.
3. Leads and coordinates the District Safety Compliance Team.
4. Coordinates with administrators on department and program site visits/inspections, ensuring consistent standards between program locations where feasible.
5. Analyzes and advises on safety issues for purposes of union negotiations and reporting findings to the proper management personnel for remediation where necessary.
6. Manages the implementation of safety protocols in response to public health emergencies.
7. Acts in a project coordinator capacity on various operational projects as assigned.
8. Acts as coordinator and primary contact to related facilities staff, custodial services providers, groundskeepers, and other vendors and service providers as assigned.
9. Assists the CFO in carrying out regional and state responsibilities on behalf of the Oregon Association of Education Service Districts, Oregon School Business Professionals Association, and other professional and service organizations.
10. Serves and supports the CESD Facilities Advisory, and oversees coordination of various CESD Safety Committees, including preparation of meeting agendas, minutes and reports or the delegation of these duties.
11. Acts as liaison to Office of Human Resources on applicable projects and facility management
12. May serve on the Policy Development Committee, including scheduling and facilitation of meetings, research, creating and editing policy documents, maintaining policy files, and updating the online policy manual through the OSBA policy service.
13. Monitors and manage use of facility space and room reservations in collaboration with District programs and the Public Service Support Representative
14. Works independently and/or cooperatively with committees, primarily safety, to coordinate a variety of on-site and off-site meetings, activities, trainings, and projects.

15. Collaborates with others internally and externally for the purpose of sharing expertise and resources, and resolving issues. Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.
16. Acts as back-up to the agency security administrator for the ODE Secure Website.
17. Maintains professional and technical knowledge by participating in professional development activities.
18. Responds to inquiries for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
19. Participates in meeting, workshops, trainings, committees, etc., for the purpose of receiving, conveying, and/or gathering information required to perform functions and ensure necessary department/program/agency outcomes are achieved.

**ADDITIONAL FUNCTIONS:**

1. Follows and supports district and program values, policies, procedures and requirements
2. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners of diverse backgrounds
3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Performs other duties as may be assigned

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**ESSENTIAL COMPETENCIES:**

1. **CULTURAL RESPONSIVENESS:** Supports an inclusive work and learning environment for children, colleagues, business partners, and community members, where applicable; and actively demonstrates a commitment to provide equitable services to all communities CESD serves.
2. **ACCOUNTABILITY:** Takes responsibility and ownership for successfully accomplishing work and agency objectives, and delivering results. Sets high standards of shared performance for self and others.
3. **ACCURACY AND ATTENTION TO DETAIL:** Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. **PLANNING, ORGANIZATION, AND PRIORITIZATION:** Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. **RECORDKEEPING AND DOCUMENTATION:** Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. **TEAMWORK:** Works collaboratively with others to achieve shared goals and make decisions.
7. **COMMUNICATION:** Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

**MINIMUM QUALIFICATIONS:**

1. Demonstrated ability to compose, revise, edit, and/or proofread professional documents.
2. Outstanding knowledge of and ability to use business English, including composition, spelling, grammar, punctuation, and appropriate document formats.
3. Highly proficient in word processing, database, spreadsheet, and presentation software.
4. Exceptional time management, planning, and organizational skills.
5. Exceptional problem-solving and decision-making skills including flexibility and adaptability to changing conditions.
6. Exceptional oral communication skills to explain policies, procedures, and projects, and to interact with employees, clients, and the public, using discretion, tact, diplomacy, and judgment.
7. Exceptional ability to coordinate assignments and work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail.
8. Exceptional ability to maintain confidentiality of sensitive and confidential information and materials.
9. Written and oral communication skills sufficient to perform essential functions.
10. Physical and mental attributes sufficient to perform essential functions

**WORKING CONDITIONS:**

1. Travel required delivering services in multiple sites during day and week throughout the areas served by program
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations
3. Travel modes can include the use of public transportation
4. Some evenings and weekends may be required for program events

**EQUIPMENT USED:**

1. Personal Vehicles

**PHYSICAL JOB TASK REQUIREMENTS:**

The physical requirements checked are essential to successfully performing the duties associated with this position.

- Light work.** Light work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that they can also do sedentary.

Never	Rare / Intermittent	Occasionally	Frequently	Continuously
Not At All	Less than 1 hour or 1- 5% per day	1 – 3 hours per day or 6 – 33% per day	3 – 6 hours per day or 34 – 66% per day	6 – 8 hours per day or 67 – 100% per day

Lifting (X = REQUIRED)									
01-30 lbs		Never		Rare		Occasionally	<input checked="" type="checkbox"/> Frequently		Continuously
31-50 lbs		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently	Continuously

Employee may need to: (X = REQUIRED)									
Bend		Never		Rare		Occasionally	<input checked="" type="checkbox"/> Frequently		Continuously
Climb		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously
Crawl		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously
Drive		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously
Kneel		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously
Reach (above shoulder)		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously
Reach (forward)		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously
Sit		Never		Rare	<input checked="" type="checkbox"/> Occasionally		Frequently		Continuously

Squat		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Stand		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Twist		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Walk		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Run		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Stairs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Lying Down	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
<b>Hands may be used for: (X = REQUIRED)</b>										
Grasping		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Pinching		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Finger Manipulation		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
<b>Wrists may be used for: (X = REQUIRED)</b>										
Twisting/Turning		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
<b>Pushing/Pulling: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
31-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously
<b>Carrying: (X = REQUIRED)</b>										
01-30 lbs		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Description	Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items.									
31-50 lbs		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Description										
> 50 lbs	<input checked="" type="checkbox"/>	Never		Rare		Occasionally		Frequently		Continuously

Description										
<b>Environment Exposures (X = REQUIRED)</b>										
Chemical Contact		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Moving Objects		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously
Noise		Never		Rare	<input checked="" type="checkbox"/>	Occasionally		Frequently		Continuously
Safety Equipment		Never		Rare		Occasionally	<input checked="" type="checkbox"/>	Frequently		Continuously
Wetness		Never	<input checked="" type="checkbox"/>	Rare		Occasionally		Frequently		Continuously

**MENTAL JOB TASK REQUIREMENTS:**

The mental functions checked are essential to successfully performing the duties associated with this position.

**X = Requirement |  = Not Required**

**REASONING ABILITY:**

- Complete routine, repetitive tasks with simple instructions
- Follow detailed instructions that require few changes
- Follow detailed procedures with several potential variables
- Accurately interpret behaviors and nonverbal communication and act on decisions
- Demonstrate logical or deductive thinking
- Provide creative, innovative solutions to job problems

**CALCULATIONS:**

- Perform simple copying, addition, counting, subtraction
- Perform multiplication and division
- Understand the metric system and conversions
- Manipulate fractions, decimals, and percentages
- Understand and use statistics
- Understand and use charts and graphs
- Understand and use advanced mathematics
- Understand the theoretical application of statistics and complex math

**LANGUAGE:**

- Read and understand product labels, policies written at the 10th grade level
- Follow verbal or demonstrated instructions
- Explain simple directions, copy data from one form to another
- Complete form letters or answer routine correspondence
- Compose correspondence independently
- Read and interpret complex technical material
- Speak and understand a second language
- Prepare complex reports and documents
- Speak with individuals and small groups in an articulate manner
- Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below, I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request accommodation(s) to perform the essential functions of the position, and
3. I can perform the essential functions of this position with or without accommodation.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.*