

# Flour Bluff Independent School District Job Description

**JOB TITLE:** Executive Director of Operations

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 240

**REPORTS TO:** Chief Financial, Business & Operations Officer

**DATE REVISED:** 04/2026

## **PRIMARY PURPOSE:**

- Provide strategic leadership and oversight for the district's operational functions and long-range planning efforts. Responsible for ensuring safe, efficient, and future-ready facilities and support systems that align with district goals, enrollment trends, and financial capacity.

## **QUALIFICATIONS:**

### **Education/Certification:**

- Bachelor's degree: Master's Degree preferred
- CDL for training purposes, preferred.
- Valid Texas administrator certification preferred
- Ability to manage budget and personnel.
- Knowledge of the basic principles of school transportation, construction, school plant maintenance, and custodial operations
- Strong organizational, communication, and interpersonal skills
- Strong computer skills

### **Special Knowledge/Skills:**

- Specific knowledge of one craft used in building repair and maintenance including carpentry, electrical repair, heating, ventilation, and air conditioning, painting, or plumbing.
- General knowledge of other crafts used in building cleaning, repair and maintenance.
- Ability to read blueprints and schematics.
- Ability to use computer and software to develop spreadsheets, databases and do word processing.
- Ability to manage budget and personnel.
- Knowledge of competitive bidding statutes and purchasing procedures.
- Knowledge of risk management program development.
- Effective communication, planning and organizational skills.
- Ability to obtain a TASBO certification.

### **Experience:**

- Three to five years of leadership experience in operations or facilities.
- Experience with bond programs and capital planning.
- Knowledge of Texas public schools finance and procurement procedures.

## **MAJOR RESPONSIBILITIES AND DUTIES:**

### **Operations Leadership**

1. Oversee facilities, maintenance, transportation, custodial, and safety.
2. Ensure safe and effective learning environments.

### **Long-Range Planning**

1. Lead facilities master planning
2. Analyze enrollment and capacity needs

### **Bond and Capital Projects**

1. Coordinate construction and renovation projects
2. Monitor timelines and budgets

### **Financial Management**

1. Collaborate on budgets and cost-saving initiatives

### **Compliance & Risk**

1. Ensure compliance with regulations
2. Oversee safety and risk management

### **Personnel Management**

1. Prepares, reviews, and revises job descriptions in the operations department.
2. Develop training options and/or improvement plans to ensure the best operation in the area of and maintenance.
3. Evaluates job performance of employees to ensure effectiveness.
4. Makes sound recommendations relative to personnel placements, transfers, retentions, and dismissals.

### **Administrative & Fiscal/Facilities Management**

1. Ensures that programs are cost effective and funds are managed properly.
2. Compiles budgets and cost estimates.
3. Implement the policies established by State or Federal organizations, the local school board policy in all aspects of the Operations Department.

4. Compiles, maintains, and files all reports, records, and other documents required.
5. Develops and maintains written departmental procedures for all departments in the organization.
6. Help district's architects prepare plans and specifications for contracted repair work and site improvement.

### **Student Management**

1. Demonstrates support for the district's student management policies and expected student behavior related to maintenance, custodial, and security operations.

### **Professional Growth & Development**

1. Develop professional skills appropriate for job assignments.
2. Demonstrates behavior that is professional, ethical, and responsible and serves as a role model for all district staff.

### **School & Community Relations**

1. Articulates the district's mission and goals in operations to the community and solicits support in realizing the mission.
2. Demonstrates awareness of district-community needs and initiates activities to meet those identified needs.
3. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
4. Perform other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including computer and peripherals; district vehicle.

#### **Posture:**

Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

#### **Motion:**

Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

#### **Lifting:**

Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over).

**Environment:**

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

**Mental Demands:**

Maintain emotional control under stress

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**