



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Executive Director, Operations/ Building Commissioner
<b><i>Payroll/Personnel Type:</i></b>	12-Month (Exempt)
<b><i>Reports to:</i></b>	Deputy Superintendent Operations

**Position Summary:**

This position has leadership and management responsibility for the maintenance, construction and operations of the buildings, grounds and equipment of the District. Plans, directs and organizes the District's operational support services in the areas of facilities maintenance, construction management, warehouse management, movement of equipment and furniture throughout the district, energy management, and real estate.

**Essential Functions:**

- Develops and implements short-term and long-range strategies and plans for facilities and operational support services in alignment with the District's strategic goals and objectives.
- Monitors and evaluates, in conjunction with the Chief Operating Officer, the planning and completion of capital improvement plans.
- Responsible for all energy management for the district and plans and actions to optimize energy usage and cost.
- Member of the Real Estate Committee and manages the real estate function for the district including the development of long term solutions to inactive buildings.
- Oversees and organizes Central Office space planning and departmental space utilization.
- Serves as liaison to custodial and maintenance staff in conjunction with facilities contractor.
- Directs the selection of architects, engineers, project managers, contractors, and other professionals related to construction and renovation of facilities to ensure compliance with applicable codes, policies and regulations.
- Reviews and ensures that MWBE guidelines are followed on individual contracts.
- Drafts resolutions regarding purchases related to real estate, facilities, transportation, warehousing and maintenance prior to submission to the Chief Operating Officer, ensuring compliance with the District's policies and procedures.
- Assists the Chief Operating Officer in troubleshooting matters that affect the efficient functioning of the District's operational areas. Consults with legal counsel as required.
- Facilitates the dissemination and understanding of Board and operating policies and procedures necessary to ensure appropriate organizational decision-making protocols are followed.
- Recommends, advocates, and/or implements new and/or changes to existing, policies and procedures, laws or regulations.
- Serves as the District representative to municipalities, the county, and other governmental agencies for the coordination of public school facilities planning.
- Works in partnership with Safety and Security on the security and condition of all sites both active and inactive.
- Performs other duties as assigned.

**Experience:**

**Required:**

- Minimum of 5 years of responsible managerial experience in construction management or real estate.
- Minimum of 5 years of project management and program evaluation experience.
- Comprehensive background in facilities maintenance, construction skilled trades or related programs.
- Minimum of 5 years experience in public sector organization, preferably a school district.

**Preferred:**

- General contractor license

**Education:**

- Bachelor's degree required; Master's of Business Administration (MBA) degree preferred.

**Knowledge, Skills and Abilities:**



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- Knowledge of federal laws, state statutes, Board of Education rules, District policies, and local municipal and county planning policies and codes.
- Knowledge of and ability to understand and interpret construction drawings, specifications, plans, maps, and legal descriptions.
- Knowledge of real estate industry practices and procedures.
- Knowledge of procurement regulations and contract administration.
- Knowledge of the goals, objectives, structure and operations of a public school system.
- Strategic planning skills and effective management skills.
- Ability to demonstrate administrative leadership at an executive level, including decision-making and delegation of authority.
- Ability to supervise, train, coach, mentor and evaluate employees and foster a cooperative work environment.
- Excellent and effective communication skills, both verbal and in writing. Ability to express information to individuals or groups effectively.
- Effective problem-solving and strong analytical skills. Ability to develop innovative solutions and recommendations.
- Excellent organizational skills and ability to develop and manage projects to successful completion in a large organization.
- Ability to exercise sound judgment under pressure.

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by individual(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Review/Approvals:**

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***