



## Operations Director

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DEPARTMENT:	Administration
GRADE:	76
CLASS CODE:	OPSDIR
FLSA STATUS:	Exempt
UNION STATUS:	Not Represented
REVISED DATE:	January 2022

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### Summary:

The Operations Director directs, manages, oversees, and provides leadership in relation to the operation of finance, human resources, creative services, fleet and facilities for Timberland Regional Library (TRL). The Operations Director serves on TRL's Administrative Leadership Team.

### Reporting Relationships and Team Work:

This position is supervised by and reports to the Executive Director. Supervises managerial, supervisory, professional, paraprofessional and other assigned staff.

### Essential Duties and Responsibilities:

*Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Oversee the day-to-day service of the Finance, Human Resources, Creative Services, and Facilities departments. Directs the development, implementation, delivery and assessment of department services, communications and deliverables.
2. Hires, supervises, and monitors the performance of assigned personnel; monitors and ensures staff compliance with district policies and procedures.
3. Directs and ensures the proper maintenance of the district's facilities and service points; manages the implementation of repair projects, remodels and ADA compliance audits, and provides recommendations and data to aid in long-term facilities planning.
4. Develops solutions for improved business processes; identifies opportunities to improve fiscal and operational performance, streamline procedures and manage TRL resources effectively.
5. Oversees the adherence to safety protocols and training, inventory controls, and employee health, safety, and wellness.

6. Identifies and implements district policies, procedures, programs, and services. Identifies technology tools and software applications for area of expertise to be used internally and districtwide.
7. Participates in collective bargaining and negotiations on behalf of Administration.
8. Participates in long-range and strategic planning for future development and operation of the district.

### **Core Skills and Qualities:**

*Employees are expected to demonstrate the following qualities at all times:*

1. Establish and maintain effective working relationships with internal staff, outside organizations, and the general public.
2. Positively reflect TRL's mission, vision, and values to the staff and public.
3. Effective organizational and time management skills, including the ability to multitask, manage multiple projects at the same time and adapt to changing priorities to meet demands of the department.
4. Communicate effectively verbally and in writing.
5. Demonstrate quality customer service.
6. Exhibit reliability and dependability. Demonstrate punctuality and regular and consistent attendance.
7. Demonstrate a positive attitude and flexibility.
8. Work well with others, show respect, contribute to the team.

### **Required Knowledge, Skills, and Abilities:**

*Employees are expected to perform or possess the following:*

1. Current knowledge of the principles, methods, procedures, and practices of business management and/or organizational management.
2. Current knowledge of federal and state laws, regulations, and standards governing resource and facilities management in public jurisdictions and governmental environments.
3. Extensive knowledge of project management, executive-level leadership and fiscal management techniques and principles.
4. Knowledge of current and emerging trends in public administration.
5. Efficiency in decision-making and prioritization with operational and procedural concerns.
6. Sound judgement and the ability to identify complex problems, evaluate solutions, and implement changes to the benefit of the organization.
7. The ability to analyze data, processes, and procedures, and develop meaningful fact-based reports and recommendations to improve service.
8. Facilitation of task forces, committees, and council meetings.

## **Technology Requirements:**

- Strong computer skills, including the ability to manage and maintain financial software, word processing, creating complex spreadsheets, document management and organization, email applications and the internet.
- Knowledge of computerized information systems used to satisfactorily complete job duties.

## **Education and Experience:**

Bachelor's Degree in Business Management, Organizational Management or related field from an accredited university plus 7 years of experience directing public library, city, state or county government administrative services or an equivalent combination of education and experience which provides the knowledge, skills and abilities to successfully perform the duties of this position.

## **Licenses, Certifications, and Special Requirements:**

- Must have a valid Washington State Driver's License and an acceptable driving record OR must be able to provide own transportation to and from job, meetings and related job sites.
- Must pass and maintain a criminal background check.
- Ability to work evenings and weekends and to adapt to schedule changes on short notice is required.

## **Physical and Environmental Conditions:**

- Work is performed in a busy, service-oriented office with frequent interruptions and under the stress of continual pressure to meet deadlines and handle competing priorities.
- Subject to sitting and standing for extending periods of time. May spend time walking, standing, bending, reaching and lifting up to 40 pounds.
- Occasional travel is required to attend meetings at other sites and locations, or to participate in work related assignments.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is also an Equal Opportunity Employer.