POSITION POSTING: SUPERVISOR, OPERATIONS AND FACILITIES

Summary: For nearly 50 years, the Delaware County Intermediate Unit (DCIU) has been providing leadership for the development of innovative and cost-effective programs and services to meet the needs of our county’s school communities. We are hiring a full time, Supervisor of Operations and Facilities and we invite you to become a part of a long-standing tradition of child-focused service that is the hallmark of DCIU.

Key Qualifications: As a member of the Administrative Leadership Team, the successful candidate must have facilities operations background experience, experience developing an efficient program to support the daily and long-term operational needs of personnel and facilities and experience in ensuring a safe and comfortable environment for students and staff. A key function of this position is to strategically develop and implement plans for sustainability of facilities and operations.

Description
- Act as county transportation coordinator and coordinate and assure DCIU transportation services are compliant with regulations.
- Administer the operation of Delaware County Schools Joint Purchasing Board, DCIU bid process, and assess all related performance contracts to ensure best purchasing practices are followed.
- Oversee DCIU building projects and develop, update, and implement long range facilities plans to provide a comprehensive overview of planned renovations, scheduled maintenance and equipment replacement.
- Oversee the administration of the Cafeteria Services operations for DCIU and provide the organizational leadership and direction for custodians.
- Oversee the operations at the Morton Education Service Center including short- and long-term building improvements.
- Oversee and supervise the Head Start Facilities Coordinator to develop, monitor, and implement a maintenance schedule for all systems and facilities occupied by Head Start staff and students to ensure the efficient functioning of the program.
- Compile data for the development of an operations budget (e.g. DCIU, Special Programs and Technical Education) and prepare a wide variety of often complex materials (e.g. plans, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Develop, evaluate and implement comprehensive programs (e.g. for DCIU facilities, care of ground around facilities, etc.) to ensure the cleanliness and maintenance of the DCIU facilities and compliance with federal, state and local environmental regulations.
- Present information on a variety of topics related to administrative responsibilities to provide general information, train others, and implement actions.

Education & Skills
Bachelor’s degree in job related area
Ability to organize and lead a team
Comfortable using MS Office
Excellent interpersonal skills
Budget management

Salary and Benefits: DCIU rewards its team members with a competitive salary and an impressive range of benefits.