

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Soldotna, Alaska

NOTICE OF VACANCY  
June 30, 2017

2017-18

Position:	Director of Planning, Operations, & Compliance	Salary:	\$106,575.00
Reports To:	Assistant Superintendent, Instructional Support	# of Days:	258
Location:	District Office Soldotna, Alaska		

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Job Purpose: A key member of the Superintendent's Leadership Team. Manages strategic planning of operations, and compliance of the School District in the areas of, facility planning, maintenance and construction, student nutrition services, student transportation, theaters, swimming pools, purchasing, warehouse, and custodial care. Primary district contact with fielding and resolving complaints brought to the district level.

Essential Duties and Responsibilities:

- Ensure the District maintains compliance with all required aspects of state statutes and administrative codes pertinent to educational facilities, student nutrition services, student transportation, and the procurement process.
- Assist with the development of specifications and bid documents for planning/implementation of school construction and renovations.
- Coordinate with the Borough Maintenance and Public Works Departments in order to maintain facilities that meet health and safety requirements.
- Inspect all buildings, grounds and installations on a scheduled basis to determine that high standards of workmanship, cleanliness, safety and security are met.
- Coordinate building operations with building principals that are in accordance with state and federal regulations regarding building use, asbestos management plans and permits, etc.
- Serves as primary district contact to field and resolve complaints brought to the district level.
- Serve as District liaison with local, state and federal agencies, as well as Borough, sewer and water authorities, utility companies and road/maintenance crews.
- Review contract documents and specifications to ensure compliance with applicable codes and policies.
- Develop and implement short and long term capital projects.
- Supervise the preparation and administration of the Planning and Operations Department's budgets.
- Supervise operations of assigned areas to ensure fiscal responsibility; appropriate staffing and inventory levels; staff training and evaluation to achieve the highest level of efficiency.
- Prepare accurate and timely written correspondence, information, and presentations for Administration and School Board.
- Other duties as assigned.

**Supervisory Responsibilities:** Directly supervises the Operations Departments of the School District. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Works in partnership with building principals and other administrators to identify and resolve concerns.

**Qualifications:** To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience:** Degree in Business Management, Public Administration, Educational Administration or equivalent. Education or experience in project management; experience with public education and educational operations and construction and/or maintenance desired. Demonstrated experience and success with conflict and complaint resolution.

**Language Skills:** Ability to read, analyze, and interpret general periodicals, professional journals, governmental regulations, Board policy, DOE directives and State law. Ability to respond to common inquiries or complaints from public. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to management, public groups, and the School Board.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to manipulate word processing, spreadsheets and database programs. Capable of conducting research via Internet.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk, hear and use the telephone. The employee is consistently required to drive long distances to visit school sites and must be able to fly to remote sites.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

**TO APPLY:** Must have a complete application on file.

**PLEASE CONTACT:** Kenai Peninsula Borough School District  
Human Resources  
148 North Binkley  
Soldotna, AK 99669

**LAST DAY TO APPLY:** Until Filled

**\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\***