

ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

OPERATIONS COORDINATOR II

POSITION: Operations Coordinator II

REPORTS TO: Director of Operations

LOCATION: Division of Supporting Services

**NATURE OF WORK:**

This position provides support for the Operations Department and Building Service Staff to facilitate the smooth operations of the day-to-day activities at schools and offices by interviewing and recommending staff for hire, providing resolution of personnel concerns, implementing employee assistance plans, evaluating employee performance, providing a high level of customer service to all school students, faculty, and administration, and identifying personnel development needs and training to promote personnel growth.

**ESSENTIAL FUNCTIONS:**

- Maintains detailed employee files;
- Works with association representation to mediate employee differences/issues;
- Resolves employee payroll issues;
- Assists with in-service safety training programs;
- Visits all facilities and responds to staff requests and concerns as required;
- Conducts employee evaluations;
- Assists with Operations/Building Service position interviews;
- Investigates employee accidents;
- Coordinates with the Payroll and Human Resources Departments regarding employee issues; and
- Performs additional job related duties as assigned.

**DUTIES AND RESPONSIBILITIES:**

These examples are illustrative and not all-inclusive:

- Assures the smooth operations of building services for schools, in all SMCPs offices and buildings;
- Maintains effective, proactive communications with Operations staff, the Director of Operations, and the Department of Human Resources;
- Serves as liaison with school administrators to satisfy the operational needs of the educational environment in each unique setting;
- Reviews, evaluates, and disseminates employee performance;
- Monitors staff overtime and assures staff coverage for day, evening, weekend and holiday events;
- Tracks all building usage, district-wide;
- Assists with substitute building service staff hiring and coverage support;
- Approves and tracks leave and overtime requests;
- Completes injury and worker compensation forms, as well as interview documentation forms;
- Assures the proper flow of process and documentation of staff hiring and discipline;
- Assists with plans and implements in-service training programs to improve employee competency;
- Assists as needed as liaison with appropriate governmental agencies, such as environmental agencies, occupational safety-health agencies, and county fire, and health departments;

- Assists with the maintenance of records for compliancy of State and or Federal codes and regulations;
- Meets with school site administrators, coordinating proactive service and support;
- Meets with Building Service Workers and Managers to resolve staffing issues;
- Completes necessary personnel forms;
- Prepares and administers employee plans of assistance;
- Prepares recommendations and documentation for personnel disciplinary actions;
- Prepares forms and administers annual employee evaluations;
- Prepares and disseminates personnel performance evaluations through direct and indirect interactions;
- Assists with contract management;
- Facilitates the Building Service Worker Advancement Program; and
- Leads small and large group meetings and trainings.

**QUALIFICATIONS:**

A bachelor's degree in management, administration, education, or related field and two years of related experience with employee relations including supervisory responsibility is desired. Any combination of applicable education, training, and experience which would provide the knowledge, ability, and skills necessary to perform effectively in this position is required. Experience with custodial work practices and the maintenance of a physical plant within an institutional environment being most desirable. Proficiency with oral, written and electronic communications is needed; as well as experience and proficiency with computer applications and a demonstrated ability to speak before large diverse groups. Possession of a valid State of Maryland driver's license is also required.

**TERM OF EMPLOYMENT:**

Full-time twelve-month position.

**SALARY GRADE RANGE:**

The salary for this EXEMPT position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range C.

**BARGAINING UNIT ELIGIBILITY: SMASA**