

DIRECTOR OF BUSINESS OPERATIONS

DEFINITION

Under general administrative direction to plan, organize and direct several business services functions; to serve as the District safety officer and disaster preparedness coordinator; to direct the workers' compensation program; to supervise and manage the units providing student transportation, equipment repair, and custodial services; and to do other work as required.

EXAMPLES OF DUTIES

Safety and Security

- Recommends, develops and implements District-wide programs related to employee and student safety;
- Investigates and analyzes accidents involving District equipment or facilities prescribing the necessary preventive or corrective safety measures and equipment;
- Assists with and monitors the inspection of all District facilities for compliance with safety statutes and regulations;
- Serves as chair of the District Safety Committee and as the safety officer under state acts pertaining to safety, including the Injury and Illness Prevention Program;
- Assists in inspections by federal, state, and local safety inspectors;
- Plans, organizes, coordinates and directs the District's loss prevention and security programs, including contracted security services;
- Develops and maintains a District property control system;
- Identifies equipment losses due to burglary, theft, fire, etc. including specific descriptions, serial numbers, and replacement costs;
- Develops and implements procedures to comply with appropriate federal, state, and local laws dealing with accident and health hazards;
- Maintains current Material Safety Data Sheets (MSDS) information and ensures that it is updated and posted as required by law;
- Prepares and distributes safety training materials and bulletins;
- Develops and implements training programs in accident and loss prevention;
- Maintains all safety records;
- Performs safety and occupational health inspections and audits;
- Maintains liaison with District sites and departments, contractors as well as federal and state regulatory agencies;
- Coordinate disaster preparedness plans;

Operations

- Supervises all use of facilities in District by outside groups;
- Recommends, develops and implements Community Services as prescribed by the Civic Center Act;
- Assists site supervisors of custodial personnel in the hiring, evaluation, and training of staff;
- Directs the activities of the audio-visual and office equipment repair and maintenance, work group;
- Maintains and monitors school custodial supplies and equipment;
- Oversees scheduling and assigning floor maintenance and summer custodial summer personnel;
- Confers with site supervisors on feasibility, timing, and estimates of operational activities.

Insurance

- Administers workers' compensation, property, casualty, and liability insurance programs;
- Recommends and implements methods to reduce, eliminate or transfer potential losses and risks;
- Investigates and handles all claims by and against the District in the areas of property, casualty, and liability;
- Directs the management of the workers' compensation program, including timely reporting, return to work practices, work modification, approval of industrial leave, and approval of expenses;
- Assumes an active role in workers' compensation case management with injured workers, supervisors, treating physicians, attorneys, investigators, and the third party administrator;
- Represents District in job analyses and in vocational rehabilitation plans;
- Maintains and completes required logs, reports, postings, and related forms.

Transportation

- Directs the operation of the District student transportation department;
- Recommends and administers user fees related to student transportation;
- Oversees the student transportation department's budget, including contracts for outside services.

SPECIAL REQUIREMENT

Possession and maintenance of a valid California driver's license and a good driving record sufficient to maintain insurability by the District's carrier at standard rates.

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles, trends, methods and procedures related to safety, occupational health, risk management, and loss prevention, and workers' compensation;
State laws pertaining to workers' compensation, liability, and safety;
Accident and loss prevention and investigation procedures;
Principles of supervision and management.

Ability to:

Collect, investigate and analyze data;
Understand and interpret laws, rules, and regulations;
Supervise and direct the work of subordinate staff and supervisors;
Establish and maintain effective working relationships;
Prepare and present effective oral and written reports;
Work independently.

Training and Experience:

Three years of experience in an administrative or supervisory capacity with significant responsibility in the area of safety, workers' compensation, loss prevention, or a related field.
Graduation from an accredited college or university is desirable, preferably with a related degree.