



NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 07/01/2023 03/28/2023

JOB TITLE:	CHIEF OPERATIONS OFFICER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8313
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the management of the Operational ~~and Administrative~~ Services division. Oversees the planning, development, ~~implementation~~, assessment, and improvement of operational ~~services and administrative programs, including non-instructional projects~~ systems and processes. Assists the Superintendent of Schools in promoting overall operational efficiency of the District and optimizing service and ~~maximizing of operational and administrative services in~~ support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Facilities (Planning, Maintenance, and Health & Safety), Transportation Services, Nutrition Services, Supply Services, and Geographic Information Systems. ~~and Environmental Services, Transportation Services, Nutrition Services, and other non-instructional projects.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the overall operational activities of the District with responsibility for Facilities Planning, Facilities Maintenance, and Facilities Environmental Health & Safety, Real Properties Management, and Programmatic Space Allocations, Student Transportation Services and Fleet Management, School & Community Nutrition Services, Supply Services, and Geographic Information Systems and Logistics Optimization Services ~~and Environmental Services, Transportation Services, Nutrition Services, and other non-instructional projects~~

Integrates the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students

Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division

Establishes, monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the operational ~~and administrative~~ services

Attends all meetings of the Board of Education and provides input, ~~when requested by the Superintendent of Schools, related to programs and support services to the Board of Education and the public~~

Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the division of Operational ~~and Administrative~~ Services

~~Assures compliance with federal laws, Kentucky statutes, Kentucky Board of Education regulations, and Jefferson County Public Schools policies, rules, and procedures relating to instructional programs~~

Administers the cost-effective and timely implementation of all projects and strategic plan initiative pertaining to and within all areas of operational services

Administers the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals

~~Develops and~~ Maintains current knowledge of school operations and District programs, ~~existing laws, and administrative directives~~ Kentucky Statutes, Kentucky board of Education regulations, and JCPS Board policies and procedures to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District

~~Interprets the policies and regulations of the Board of Education and administrative directives of the Superintendent of Schools and monitors all programs to ensure consistency with District policies and fiscal responsibility~~

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree or Bachelor's Degree with equivalent years of experience within the field of Operations

Five (5) years successful administrative and management experience

Ability to absorb, analyze, organize, and communicate information and ideas

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

Experience in diverse workplace



Revised:
07/01/2023

Submitted:
03/28/2023

JOB TITLE:	CHIEF OPERATIONS OFFICER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8313
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Serves as the executive chief and provides administrative leadership for the management of the Operational Services division. Oversees the planning, development, implementation, assessment, and improvement of operational systems and processes. Assists the Superintendent of Schools in promoting overall operational efficiency of the District and optimizing service and support of educational opportunities for K-12 school students. Responsible for the implementation of District policies and programs related to Facilities (Planning, Maintenance, and Health & Safety), Transportation Services, Nutrition Services, Supply Services, and Geographic Information Systems.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers the overall operational activities of the District with responsibility for Facilities Planning, Facilities Maintenance, and Facilities Environmental Health & Safety, Real Properties Management, and Programmatic Space Allocations, Student Transportation Services and Fleet Management, School & Community Nutrition Services, Supply Services, and Geographic Information Systems and Logistics Optimization Services

Integrates the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students

Provides strategic planning and executive leadership in the verification and validation of programs and practices within the division

Establishes, monitors and maintains procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Prepares reports and recommendations for the Superintendent of Schools and the Board of Education for all aspects of the operational services

Attends all meetings of the Board of Education and provides input

Provides leadership and expertise in forming, guiding, advising, and evaluating all positions assigned to the division of Operational Services

Administers the cost-effective and timely implementation of all projects and strategic plan initiative pertaining to and within all areas of operational services

Administers the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals

Maintains current knowledge of school operations and District programs, Kentucky Statutes, Kentucky board of Education regulations, and JCPS Board policies and procedures to ensure that the division is organized and administrated in a manner which promotes student learning and accomplishes the goals of the District

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.
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MINIMUM QUALIFICATIONS

Master's Degree or Bachelor's Degree with equivalent years of experience within the field of Operations

Five (5) years successful administrative and management experience
--

Ability to absorb, analyze, organize, and communicate information and ideas

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Experience in urban/suburban school district with student population representing cultural plurality
--

Advanced preparation or doctorate

Experience in diverse workplace



NEW: Submitted:
07/01/2023 03/28/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR OPERATIONS SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and administrative oversight to the Department Heads of the Operational Services Divisions in direct support of the Chief Operations Officer. Assists in the planning, development, implementation, assessment, and improvement of operational systems and processes. Assists in promoting overall operational efficiency of the district and optimizing service and support of educational opportunities for K-12 school students. Assists in the implementation of District policies and programs related to Facilities (Planning, Maintenance, and Health& Safety), Transportation Services, Nutrition Services, Supply Services, Police and Security Services, and Geographic Information Systems. Promotes leadership development and facilitates professional learning and growth of Operational leadership team based on relevant metrics and customer feedback. Serves as collaborative liaison between the Operations Services Division and Departments within other JCPS Divisions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the Chief Operations Officer with managing the overall operational activities of the District including Facilities Planning, Facilities Maintenance, and Facilities Environmental Health & Safety, Real Properties Management, and Programmatic Space Allocations, Student Transportation Services and Fleet Management, School & Community Nutrition Services, Supply Services, and Geographic Information Systems and Logistics Optimization Services

Assists with integration of the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students

Advises strategic planning and executive leadership in the verification and validation of programs and practices within the division

Supports the establishment, monitoring, and maintenance of procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Prepares reports and recommendations for the Chief Operations Officer for all aspects of the operational services

Attends all meetings as assigned, serving as an ambassador of the Operations Services Division and/or representative of the Chief Operations Officer when needed to provide operational support, feedback, or guidance

Provides leadership and expertise in forming, guiding, advising, and evaluating all Operational positions as assigned

Facilitates the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operational services

Supports the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals

Maintains current knowledge of school operations and district programs, Kentucky Statutes, Kentucky Board of Education regulations, and JCPS Board policies and procedures to assist in ensuring that the division is operationally organized in a manner which promotes student learning and accomplishes the goals of the District

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree with equivalent years of experience in operational leadership

Five (5) years successful administrative and management experience

Ability to absorb, analyze, organize and communicate information and ideas

Understanding of systems management

Demonstrated leadership ability within diverse groups

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree

Experience in urban/suburban school district with student population representing cultural plurality

Advanced preparation or doctorate

Experience in diverse workplace



~~NEW~~ Revised:
07/01/2019
07/01/2023

Submitted:
06/11/2019
03/28/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR FACILITY MAINTENANCE, RENOVATIONS AND PROPERTY MANAGEMENT SERVICES AND MAINTANENCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8457
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides ~~overall~~ leadership and ~~direct supervision drives performance for~~ of the District's Property Management and Maintenance ~~department, Support Services and special projects~~. Establishes procedures for management and maintenance of ~~all~~ Jefferson County Public School ~~facilities, campuses, and property~~ in support of the school District's mission.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership, direction and strategic, operational and financial planning to ~~Housekeeping Services,~~ General Maintenance, Renovations and Grounds departments, ~~and Support Services and special projects~~

Assumes responsibility for operational excellence of all property management and maintenance to ensure the delivery of quality services and outcomes in support of the Jefferson County School District mission

Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services

Develops and implements creative structure, programs, and services to respond to District needs efficiently and effectively

Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources

Develops and implements services which increase reliability of existing District property

Works continually to improve service through quicker response and increased accountability

Develops and implements activities to increase responsible stewardship of District property

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights The work requires activities involving driving automotive equipment

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience working with employees in related fields, such as general construction, maintenance, housekeeping, etc.
Demonstrated ability to prepare easily understood reports
Experience in general construction, maintenance, and/or housekeeping
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced degree and/or certifications
Experience in supervision of unionized workforce
Experience in a diverse workplace



Revised:
07/01/2023

Submitted:
03/28/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR FACILITY MAINTENANCE, RENOVATIONS AND PROPERTY MANAGEMENT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8457
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and direct supervision of the District's Property Management and Maintenance department. Establishes procedures for management and maintenance of Jefferson County Public School facilities, campuses, and property in support of the school District's mission.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership, direction and strategic, operational and financial planning General Maintenance, Renovations and Grounds departments

Assumes responsibility for operational excellence of all property management and maintenance to ensure the delivery of quality services and outcomes in support of the Jefferson County School District mission

Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services

Develops and implements creative structure, programs, and services to respond to District needs efficiently and effectively

Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources

Develops and implements services which increase reliability of existing District property

Works continually to improve service through quicker response and increased accountability

Develops and implements activities to increase responsible stewardship of District property

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Successful experience working with employees in related fields, such as general construction, maintenance, housekeeping, etc.

Demonstrated ability to prepare easily understood reports
Experience in general construction, maintenance, and/or housekeeping
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced degree and/or certifications
Experience in supervision of unionized workforce
Experience in a diverse workplace



REVISED:
07/20/2022
07/01/2023

Submitted:
07/19/2022
03/28/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR STUDENT TRANSPORTATION AND FLEET MANAGEMENT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8778
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Organizes and delivers District transportation objectives to all students identified as transported by pupil attendance records. Requires communication skills to dialogue with parents, community representatives and the general public.~~ Provides leadership to and direct supervision of the Student Transportation Services Department. Responsible for administering the District's student transportation plan and safely transporting all students qualifying for school bus transportation. Responsible for school bus and fleet vehicle inventory and maintenance. Responsible for facilitating transportation efforts and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers, coordinates and supervises all aspects of transportation services, including maintenance of all Board-owned vehicles

Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures

~~Collaborates with the Chief Operations Officer to assess the District's transportation system needs; develops~~ executes the District's long range transportation services plan; establishes department ~~specific and relevant~~ goals to improve service ~~and objectives~~; recommends transportation policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness

~~Collaborates with Executive Director of Geographic Information Systems and Performance Optimization to advise and support throughout the routing development and implementation process~~

Supervises and provides leadership, direction, and oversight of Transportation administrative staff at central office and bus compounds, ensuring professionalism and commitment to customer service

Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs

Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures

Oversees and coordinates all contracted transportation services

Oversees the recruitment, hiring, on-boarding, training, retention and professional growth of all Transportation employees

Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations

Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives; ~~represents transportation programs at all levels within the District~~

Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District

Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions
Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Five (5) years of successful work experience in transportation, supply chain, or logistics
Previous experience as administrator in urban student transportation program or proven experience managing a large organization/enterprise
Successful supervisory experiences in a transportation operation
Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced educational degree
Degree in transportation
Process improvement background and training
Knowledge of school system policies and procedures
Experience in a diverse workplace



REVISED: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR STUDENT TRANSPORTATION AND FLEET MANAGEMENT SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8778
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the Student Transportation Services Department. Responsible for administering the District's student transportation plan and safely transporting all students qualifying for school bus transportation. Responsible for school bus and fleet vehicle inventory and maintenance. Responsible for facilitating transportation efforts and effective communication between schools, transportation staff, and families.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Administers, coordinates and supervises all aspects of transportation services, including maintenance of all Board-owned vehicles

Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures

Collaborates with the Chief Operations Officer to assess the District's transportation needs; executes the District's long range transportation services plan; establishes department specific and relevant goals to improve service; recommends transportation policies for Board action; determines priorities and implements changes to meet goals and objectives to maximize system efficiency and cost effectiveness

Collaborates with Executive Director of Geographic Information Systems and Performance Optimization to advise and support throughout the routing development and implementation process

Supervises and provides leadership, direction, and oversight of Transportation administrative staff at central office and bus compounds, ensuring professionalism and commitment to customer service

Collaborates with other departments across the District to resolve issues and identify mutually agreeable solutions to student transportation needs

Develops, monitors and interprets all aspects of transportation, including safety and training to ensure services are provided in compliance with federal and state regulations and District policies and procedures

Oversees and coordinates all contracted transportation services

Oversees the recruitment, hiring, on-boarding, training, retention and professional growth of all Transportation employees

Prepares budget and capital outlay requests; formulates purchase specifications; authorizes expenditures for entire transportation operations

Represents Transportation with community and school organizations to ensure sensitivity to local attitudes and objectives

Represents Transportation with the Kentucky Department of Education and supervises the preparation and filing of all reports required by the state or District

Represents Transportation in collective bargaining, grievances and mediations and recommends collective bargaining contract revisions

Oversees Board-owned vehicles, bus fleet maintenance and bus replacement schedules
Evaluates staff as assigned
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Five (5) years of successful work experience in transportation, supply chain, or logistics
Previous experience as administrator in urban student transportation program or proven experience managing a large organization/enterprise
Successful supervisory experiences in a transportation operation
Effective communication skills

DESIRABLE QUALIFICATIONS

Advanced educational degree
Degree in transportation
Process improvement background and training
Knowledge of school system policies and procedures
Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2019 05/14/2019
 07/01/2023 03/28/2023

JOB TITLE:	SPECIALIST DIRECTOR WAREHOUSE AND DISTRIBUTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8826
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's warehouses, distribution services, inventory control, asset and surplus management; assists in the performance of the basic activities including procurement processes, estimating materials requirements, dispersing materials, and monitoring the status of materials as a current asset; supervises maintenance of property records and textbook distribution; responsible for lifecycle of items designated as assets by Kentucky Model Procurement Code and Jefferson County Board policy from initial purchase and tagging to final removal and disposition of items from inventory.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Coordinates~~ Directs all phases of centralized purchasing and warehousing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies

Directs the daily activities of the warehouse drivers (Surplus & Distribution) to ensure efficient delivery, pick-up, transfer, removal and/or final disposition of surplus items

Direct the daily activities of Property Records to ensure efficient item tagging and inventory of District assets; assists with resolving issues involving lost/missing assets and proper documentation

Supervises the reception, storage, distribution and inventory ~~Coordinates the supervision of receiving, storing, distributing and inventorying~~ supply items and conducts an annual inventory

~~Manages~~ Oversees mailrooms and the courier service

Oversees the sale and disposition of surplus materials/equipment in accordance with state/local Board mandates; assumes responsibility for all aspects of District onsite/on-line auctions

Coordinates delivery and pickup of chairs, tables, backdrops, podium, etc. for temporary use as events

Coordinates the proper disposal of recyclable material via designated companies including technology with guidelines established by the Information Technology Department

Prepares necessary forms and procedures for requisitioning warehouse withdrawal for items stored in the various warehouses

~~Assists in the supervision of~~ ~~Manages~~ the processing of all purchase orders and warehouse requisitions

Coordinates Science Module operation with onsite Curriculum and Instruction representative

Assists in planning, designing and implementing MIS systems to maintain and improve the purchasing and warehousing processing systems

Automates processes including a web-based system for requests

Assumes responsibility for shift coverage/job assignments

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline
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PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent experience
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Five (5) years successful experience in accounting or purchasing functions
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Basic knowledge of computerized accounting systems
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Ability to communicate effectively

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Business Administration
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Experience in a diverse workplace



Revised: 07/01/2023
Submitted: 03/28/2023

JOB TITLE:	DIRECTOR WAREHOUSE AND DISTRIBUTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8826
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Provides leadership to and direct supervision of the District's warehouses, distribution services, inventory control, asset and surplus management; assists in the performance of the basic activities including procurement processes, estimating materials requirements, dispersing materials, and monitoring the status of materials as a current asset; supervises maintenance of property records and textbook distribution; responsible for lifecycle of items designated as assets by Kentucky Model Procurement Code and Jefferson County Board policy from initial purchase and tagging to final removal and disposition of items from inventory.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Directs all phases of centralized purchasing and warehousing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies
Directs the daily activities of the warehouse drivers (Surplus & Distribution) to ensure efficient delivery, pick-up, transfer, removal and/or final disposition of surplus items
Direct the daily activities of Property Records to ensure efficient item tagging and inventory of District assets; assists with resolving issues involving lost/missing assets and proper documentation
Supervises the reception, storage, distribution and inventory supply items and conducts an annual inventory
Oversees mailrooms and the courier service
Oversees the sale and disposition of surplus materials/equipment in accordance with state/local Board mandates; assumes responsibility for all aspects of District onsite/on-line auctions
Coordinates delivery and pickup of chairs, tables, backdrops, podium, etc. for temporary use as events
Coordinates the proper disposal of recyclable material via designated companies including technology with guidelines established by the Information Technology Department
Prepares necessary forms and procedures for requisitioning warehouse withdrawal for items stored in the various warehouses
Manages the processing of all purchase orders and warehouse requisitions
Coordinates Science Module operation with onsite Curriculum and Instruction representative
Assists in planning, designing and implementing MIS systems to maintain and improve the purchasing and warehousing processing systems
Automates processes including a web-based system for requests
Assumes responsibility for shift coverage/job assignments
Evaluates staff as assigned
Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline
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PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent experience
--

Five (5) years successful experience in accounting or purchasing functions
--

Basic knowledge of computerized accounting systems
--

Ability to communicate effectively

Effective communication skills

DESIRABLE QUALIFICATIONS

Master's Degree in Business Administration
--

Experience in a diverse workplace



~~NEW:~~ Revised: Submitted:
 07/01/2019 06/11/2019
 07/01/2023 03/28/2023

JOB TITLE:	EXECUTIVE DIRECTOR FACILITY PLANNING, DESIGN AND CONSTRUCTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 12 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Directs the planning, design and construction of capital improvements for the district and supervises the facility planning staff and inspectors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and decisions in development of plans for all capital improvements

Directs the design of all capital improvements, reviews all capital improvements; ~~designs and reviews and approves all bid specifications including educational facilities, administrative facilities, and athletic facilities~~

Develops and maintains appropriate program and design standards

Coordinates projects with all maintenance departments

Supervises computer-aided drafting programs

Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects

Establishes and maintains liaison with architect and engineer

Establishes and maintains relationships with State Department of Education and regulatory agencies

~~Collaborates with Diversity, Equity, & Poverty Division to support efforts and monitor progress toward meeting MWBE goals~~

Supervises facility planning staff and construction inspectors

~~Oversees real estate inquiries and property searches~~

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements

MINIMUM QUALIFICATIONS

Bachelor's degree

Five (5) years of successful construction planning experience

Large scale construction/renovation experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree or EG, LEED, AIA, PE certifications
Experience in school construction/renovation
Experience in a diverse workplace



Revised:
07/01/2023

Submitted:
03/28/2023

JOB TITLE:	EXECUTIVE DIRECTOR FACILITY PLANNING, DESIGN AND CONSTRUCTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Directs the planning, design and construction of capital improvements for the district and supervises the facility planning staff and inspectors.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides leadership and decisions in development of plans for all capital improvements
- Directs the design of all capital improvements, reviews all capital improvements; including educational facilities, administrative facilities, and athletic facilities
- Develops and maintains appropriate program and design standards
- Coordinates projects with all maintenance departments
- Supervises computer-aided drafting programs
- Administers construction projects for the district, preparation of contracts, review of change orders and litigation in connection with the projects
- Establishes and maintains liaison with architect and engineer
- Establishes and maintains relationships with State Department of Education and regulatory agencies
- Collaborates with Diversity, Equity, & Poverty Division to support efforts and monitor progress toward meeting MWBE goals
- Supervises facility planning staff and construction inspectors
- Oversees real estate inquiries and property searches
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping, fine manipulations, and pushing and pulling of arm controls. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements

MINIMUM QUALIFICATIONS

Bachelor's degree

Five (5) years of successful construction planning experience
Large scale construction/renovation experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree or EG, LEED, AIA, PE certifications
Experience in school construction/renovation
Experience in a diverse workplace



~~NEW:~~ Revised: Submitted:
 07/01/2019 06/11/2019
 07/01/2023 03/28/2023

JOB TITLE:	EXECUTIVE DIRECTOR FACILITIES SAFETY AND ENVIRONMENTAL HEALTH & SAFETY SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 12 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8454
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides overall leadership and direction for the environmental health and safety of all JCPS facilities including safety inspections, OSHA/EPA compliance, campus safety, custodial housekeeping services in support of the school District's mission. ~~Coordinates, plans, evaluates and provides general oversight to the District's environmental services, and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety, and hazardous materials programs; identifies sources of environmental pollutants and methods for controlling them. Works with state fire marshal's office for compliance with all fire code regulations; coordinates the management of underground storage tanks and heating oil tanks; administers district-wide recycling program.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, inspects, implements, and evaluates efficiency and effectiveness of environmental services and District safety programs including employee safety, pedestrian/vehicular safety and a District-wide recycling program

~~Coordinates, plans, evaluates and provides general oversight to the District's environmental health and safety services, and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety, and hazardous materials programs~~

~~Oversees the centralized management of district-wide housekeeping and custodial services of the district~~

~~Works with state fire marshal's office for compliance with all fire code regulations; coordinates the management of underground storage tanks and heating oil tanks~~

Identifies sources of environmental pollutants and coordinates field tests and investigations designed to obtain data for use in determining methods of controlling pollutants in air, water, and soil, using knowledge of principles and applied technologies

Administers and coordinates collection of environmental samples such as dust, gases, vapors, oils and other potentially toxic materials for analysis; keeps various records and log books up-to-date as required; supervises the management of all tanks for compliance with all regulations

Investigates conditions that may affect employee health and safety and takes appropriate action at critical phases, reporting immediately any hazardous or unsafe conditions and a plan of action to alleviate the condition

Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues

Administers the Alcohol and Controlled Substance Program

~~Oversees the JCPS Contractor Badging Program and supports the Employee Badging Program~~

Administers a Cardiopulmonary Resuscitation and First Aid Training Program to appropriate JCPS personnel

Assumes responsible for the management, supervision, and continued compliance of the Bloodborne Pathogen Program, Asbestos Management Program, and Radon Reduction Program

Stays current and is thoroughly familiar with federal and state health and safety standards and writes technical manuals in areas of responsibility where required
Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services
Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources
Directs the preparation and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards
Oversees professional training programs, to include custodial in-service and seminars for plant operators, plant operator trainees, night leads, custodians and substitute custodians
Oversees bid specifications and evaluation programs for selection of quality custodial supplies and equipment
Oversees the production of professional training films, instructional programs, housekeeping manual
Reviews the quarterly evaluations of housekeeping services at each facility
Administers district-wide recycling program
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, reaching, squatting, crawling, climbing, with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

Bachelor's Degree in related field

Three (3) years of successful experience in area of assignment

Licensed in pest control and water treatment operation

Knowledge of the safety and technical manuals related to area of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree in area of environmental science

Successful leadership and supervision experience

Experience in a diverse workplace



Revised:
07/01/2023

Submitted:
03/28/2023

JOB TITLE:	EXECUTIVE DIRECTOR FACILITIES ENVIRONMENTAL HEALTH & SAFETY SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8454
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides overall leadership and direction for the environmental health and safety of all JCPS facilities including safety inspections, OSHA/EPA compliance, campus safety, custodial housekeeping services in support of the school District's mission.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans, inspects, implements, and evaluates efficiency and effectiveness of environmental services and District safety programs including employee safety, pedestrian/vehicular safety and a District-wide recycling program

Coordinates, plans, evaluates and provides general oversight to the District's environmental health and safety services, and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety, and hazardous materials programs

Oversees the centralized management of district-wide housekeeping and custodial services of the district

Works with state fire marshal's office for compliance with all fire code regulations; coordinates the management of underground storage tanks and heating oil tanks

Identifies sources of environmental pollutants and coordinates field tests and investigations designed to obtain data for use in determining methods of controlling pollutants in air, water, and soil, using knowledge of principles and applied technologies

Administers and coordinates collection of environmental samples such as dust, gases, vapors, oils and other potentially toxic materials for analysis; keeps various records and log books up-to-date as required; supervises the management of all tanks for compliance with all regulations

Investigates conditions that may affect employee health and safety and takes appropriate action at critical phases, reporting immediately any hazardous or unsafe conditions and a plan of action to alleviate the condition

Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues

Administers the Alcohol and Controlled Substance Program

Oversees the JCPS Contractor Badging Program and supports the Employee Badging Program

Administers a Cardiopulmonary Resuscitation and First Aid Training Program to appropriate JCPS personnel

Assumes responsible for the management, supervision, and continued compliance of the Bloodborne Pathogen Program, Asbestos Management Program, and Radon Reduction Program

Stays current and is thoroughly familiar with federal and state health and safety standards and writes technical manuals in areas of responsibility where required

Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services

Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources
Directs the preparation and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards
Oversees professional training programs, to include custodial in-service and seminars for plant operators, plant operator trainees, night leads, custodians and substitute custodians
Oversees bid specifications and evaluation programs for selection of quality custodial supplies and equipment
Oversees the production of professional training films, instructional programs, housekeeping manual
Reviews the quarterly evaluations of housekeeping services at each facility
Administers district-wide recycling program
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, reaching, squatting, crawling, climbing, with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases. The work requires the use of feet for repetitive movements.

MINIMUM QUALIFICATIONS

Bachelor's Degree in related field

Three (3) years of successful experience in area of assignment

Licensed in pest control and water treatment operation

Knowledge of the safety and technical manuals related to area of assignment

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree in area of environmental science

Successful leadership and supervision experience

Experience in a diverse workplace



JOB TITLE:	MANAGER EXECUTIVE DIRECTOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND PERFORMANCE OPTIMIZATION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 10 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

New Revised:
8/28/2019
07/01/2023

Submitted:
8/27/2019
03/28/2023

SCOPE OF RESPONSIBILITIES
Coordinates Leads districtwide Operations Geographic Information System (GIS) efforts; develops long-term plan to include all necessary departments including Geographic Information System (GIS), Facilities, Transportation, Demographics , School Choice Student Assignment , Safety and Security, Research, and Planning, and Diversity, Equity, and Poverty; develops long-term plans to efficiently and equitably allocate resources; responsible for supporting the District's administrative Operations activities at a high-level; assumes overall responsibility for planning and implementing new systems, evaluating advances in Operations technology; acts as chief contact between the District's Operations Services Department and those outside the unit; identifies additional opportunities for project implementation and cost-savings and makes recommendations to Chief Operations Officer. specific web applications as needed for administrators, parents, and the general public; creates internship opportunities for students; and identifies additional opportunities for Geographic Information System implementation and cost-savings; projects student membership by school, grade, and race on short and long-term bases; helps assign students to schools using school census, race, grade, facilities, and programs data; helps with planning of facility needs; provides information to the general public regarding student school assignment and Board Member District and other boundary lines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Optimizes high-level district logistical processes including bus routes, school start times, Facilities Planning, and opening of school functions and makes recommendations to Chief Operations Officer
Identifies opportunities to implement Geographic Information System projects in order to increase efficiency and reduce costs throughout the District
Implements data-driven solutions, including geospatial data, in order to develop and improve upon operations processes
Coordinates implementation of district processes
Provides guidance to Facilities Department for long-term planning and optimal space usage
Works with Operational departments, Academic and Schools divisions, and School Choice Facilities, Transportation, Demographics, and Security and Investigations to determine short-term and long-term needs and budget impacts
Serves as liaison with all other District departments for planning and project implementation and presents Operations solutions to stakeholders
Provides necessary training and education for key department members in order to expand the use of Geographic Information System in the District
Converts existing data into a digital format that can be incorporated into a districtwide Geographic Information System

Develops and maintains Operations Geographic Information System database dashboards and technology appropriate to the function of the District
Identifies opportunities to implement GIS and/or Operational projects in order to increase efficiency and reduce costs throughout the District
Develops custom applications for administrators, including web services for Principals and parents
Provides liaison as assigned with the Louisville-Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA), Census Bureau, and other agencies dealing with population and pertinent geographic data
Collaborates with Academies of Louisville to provide projects and internships for students
Identifies additional opportunities for Geographic Information System implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments
Maintains and documents all school attendance boundary lines, sub-zones and satellites for the student assignment plan and maintains data documentation file for each school, prepares studies and reports for changes in school attendance boundary lines
Maintains and documents all Board Member and other District school attendance boundary lines and feeder patterns, updates the Dual Integrated Map Encoding (DIME) File and coordinates data functions with Information Technology (IT)
Provides information for control of student assignment to schools including monitoring school magnet and special programs
Develops and maintains data base and technology appropriate to function of department
Assists in auditing and documenting student data base programs in Pupil Personnel and IT
Collects and maintains a record of all new housing starts and other information which reflect changes in housing patterns
Develops and prepares student membership projections by schools, programs, and district on a short and long term basis
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

~~Master's Degree~~ or Bachelor's Degree

Geographic Information System (GIS) Certificate

~~Three (3)~~ Five (5) years successful ~~administrative~~ experience with ERSI enterprise GIS, with five (5) years total in a ~~the analysis and management of~~ highly technical ~~geographic data~~ field

Ability to work with groups, agencies and organizations concerned with ~~geographic data~~, census data and projections

Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Successful experience in applying census, demographics, and Geographic Information System data to school system uses
Experience in using data management program application development
Experience in a diverse workplace



JOB TITLE:	EXECUTIVE DIRECTOR GEOGRAPHIC INFORMATION SYSTEMS (GIS) AND PERFORMANCE OPTIMIZATION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

Revised: 07/01/2023 Submitted: 03/28/2023

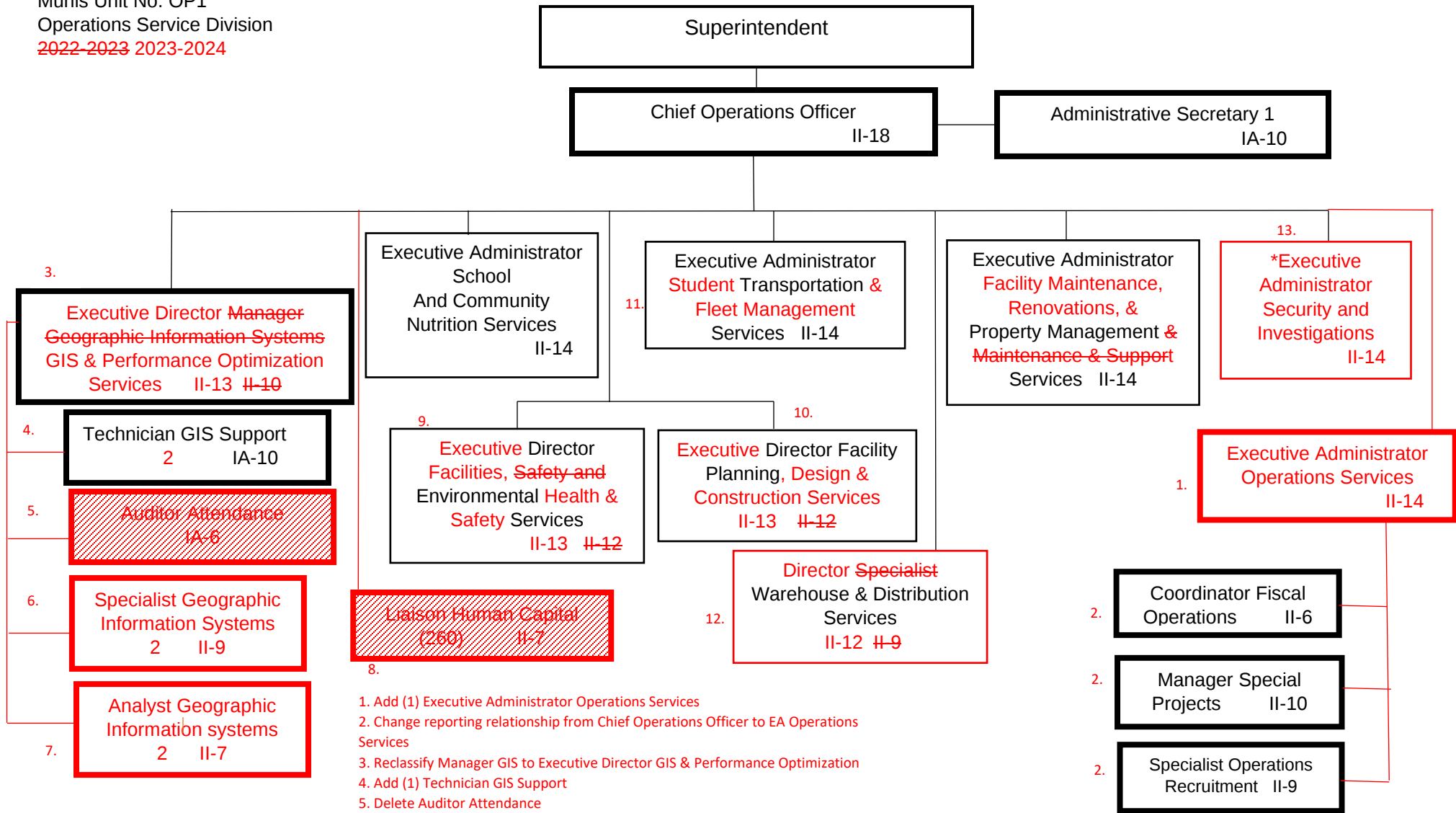
SCOPE OF RESPONSIBILITIES
Leads districtwide Operations efforts; develops long-term plan to include all necessary departments including Geographic Information System (GIS), Facilities, Transportation, School Choice, Safety and Security, Research, and Planning, and Diversity, Equity, and Poverty; develops long-term plans to efficiently and equitably allocate resources; responsible for supporting the District's administrative Operations activities at a high-level; assumes overall responsibility for planning and implementing new systems, evaluating advances in Operations technology; acts as chief contact between the District's Operations Services Department and those outside the unit; identifies additional opportunities for project implementation and cost-savings and makes recommendations to Chief Operations Officer.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Optimizes high-level district logistical processes including bus routes, school start times, Facilities Planning, and opening of school functions and makes recommendations to Chief Operations Officer
Implements data-driven solutions, including geospatial data, in order to develop and improve upon operations processes
Coordinates implementation of district processes
Provides guidance to Facilities Department for long-term planning and optimal space usage
Works with Operational departments, Academic and Schools divisions, and School Choice to determine short-term and long-term needs and budget impacts
Serves as liaison with all other District departments for planning and project implementation and presents Operations solutions to stakeholders
Develops and maintains Operations database dashboards and technology appropriate to the function of the District
Identifies opportunities to implement GIS and/or Operational projects in order to increase efficiency and reduce costs throughout the District
Provides liaison as assigned with the Louisville-Jefferson County Information Consortium (LOJIC), Louisville and Jefferson County planning and zoning, Property Valuation Administration (PVA), Census Bureau, and other agencies dealing with population and pertinent geographic data
Identifies additional opportunities for Geographic Information System implementation and cost savings by collaborating with department leaders within the district and opening communication lines between departments
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's Degree or Bachelor's Degree
Geographic Information System (GIS) Certificate
Five (5) years successful administrative experience with ERSI enterprise GIS, with five (5) years total in a highly technical field
Ability to work with groups, agencies and organizations concerned with geographic data, census data and projections
Effective communication skills

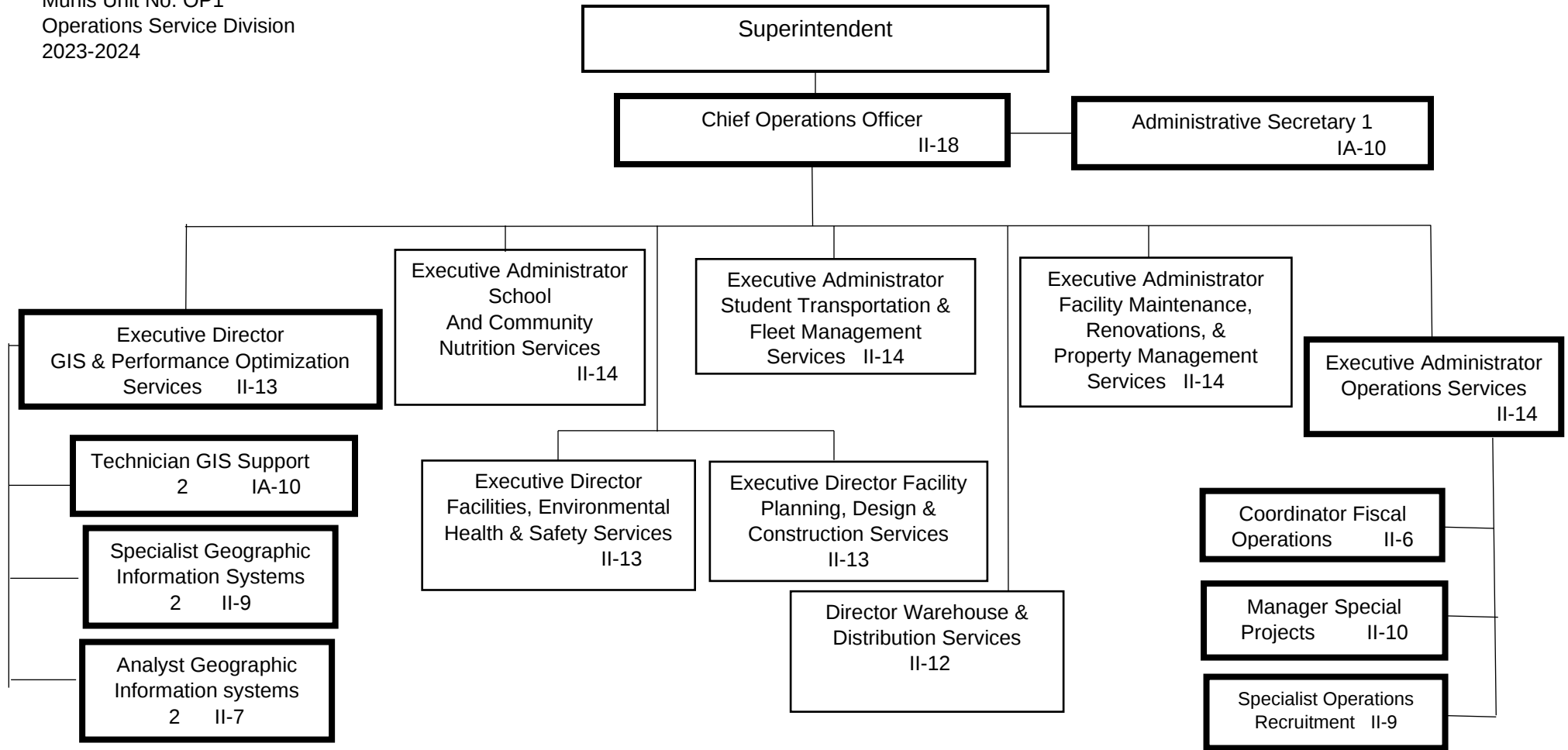
DESIRABLE QUALIFICATIONS
Master's Degree
Successful experience in applying census, demographics, and Geographic Information System data to school system uses
Experience in application development
Experience in a diverse workplace



Summary:

General Fund Positions: **9** **13**
Categorical Fund Positions: 0

Submitted: **08/30/2022** **03/28/2023**
Effective: **08/31/2022** ***07/01/2023**

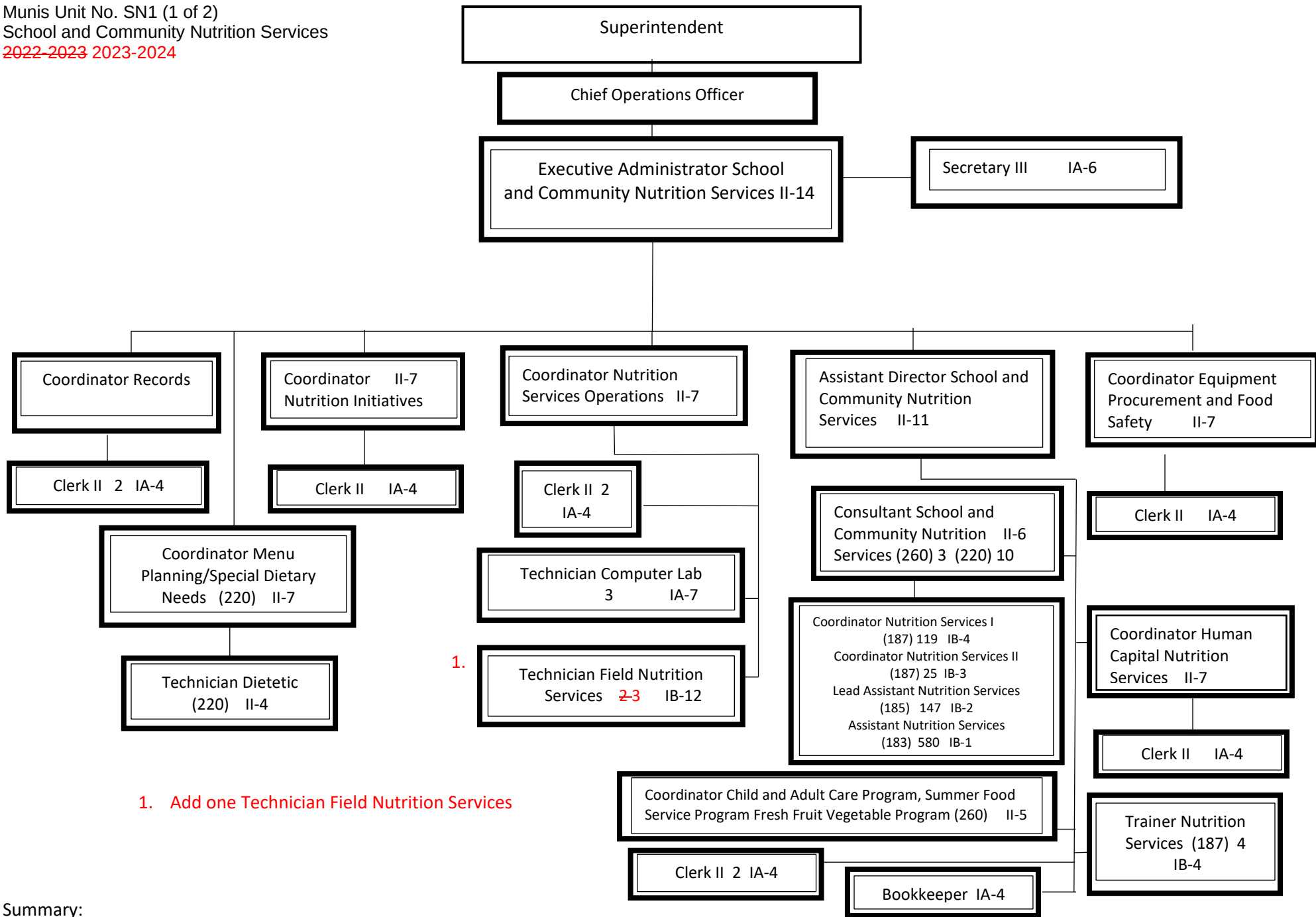


Summary:

General Fund Positions: 13
Categorical Fund Positions: 0

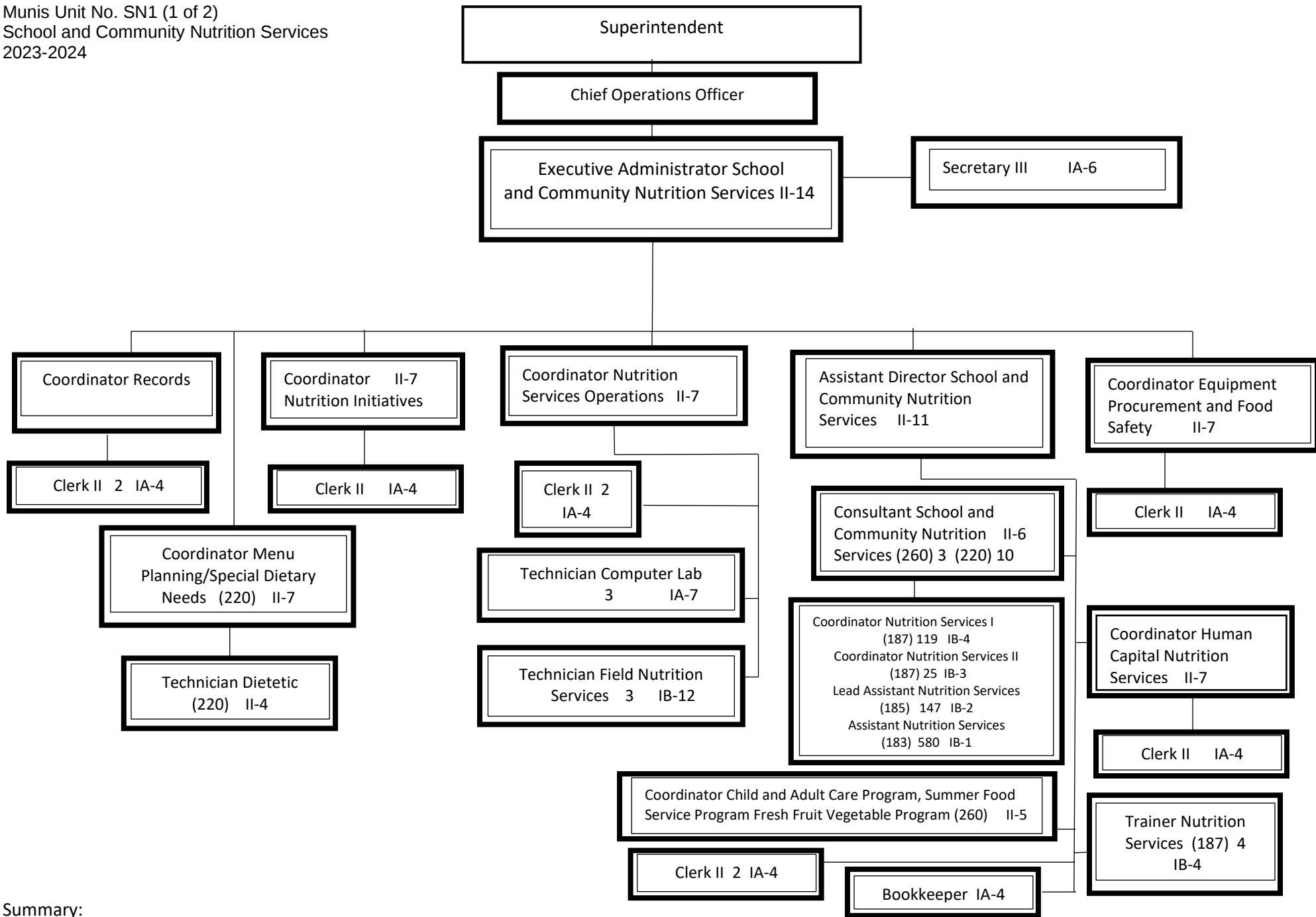
H-1

Submitted: 03/28/2023
Effective: 07/01/2023



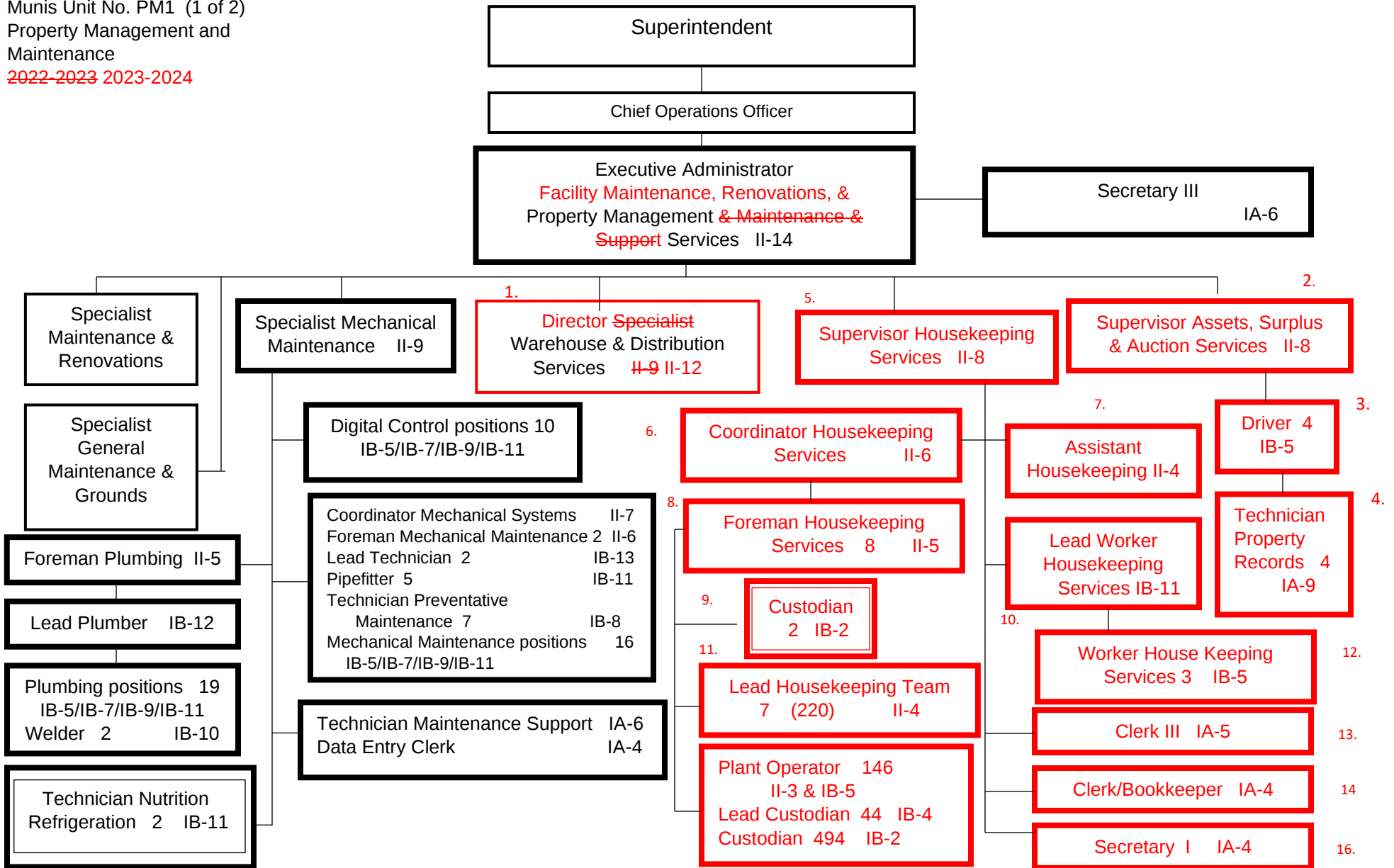
Summary:

General Fund Positions: 0
 Categorical Fund Positions: 914 915



Summary:

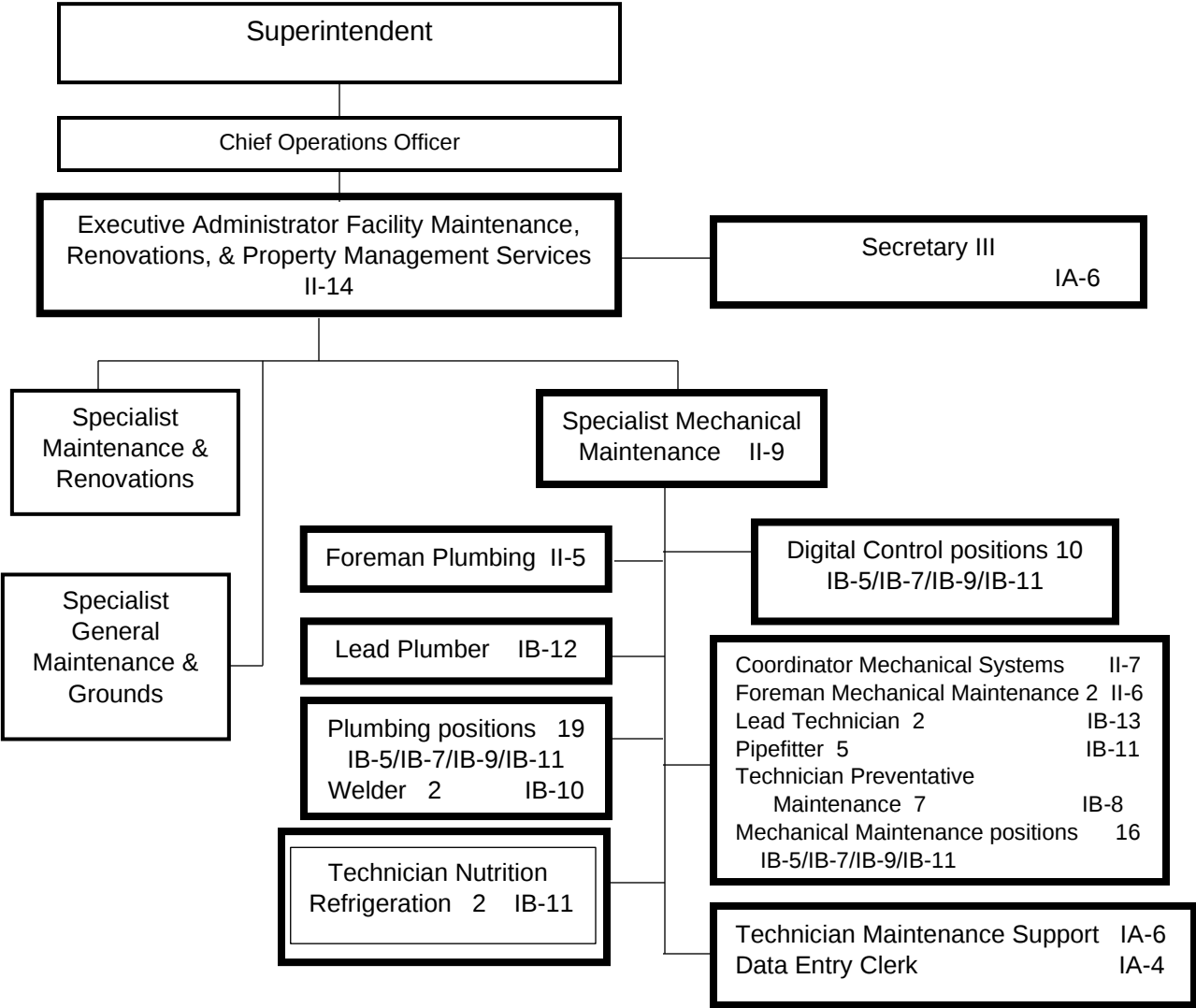
General Fund Positions: 0
 Categorical Fund Positions: 915



1. – 4. Change reporting relationship to Director of Warehouse & Distribution Services
5. – 16. Change reporting relationship to Executive Director Facilities Environmental Health & Safety Services

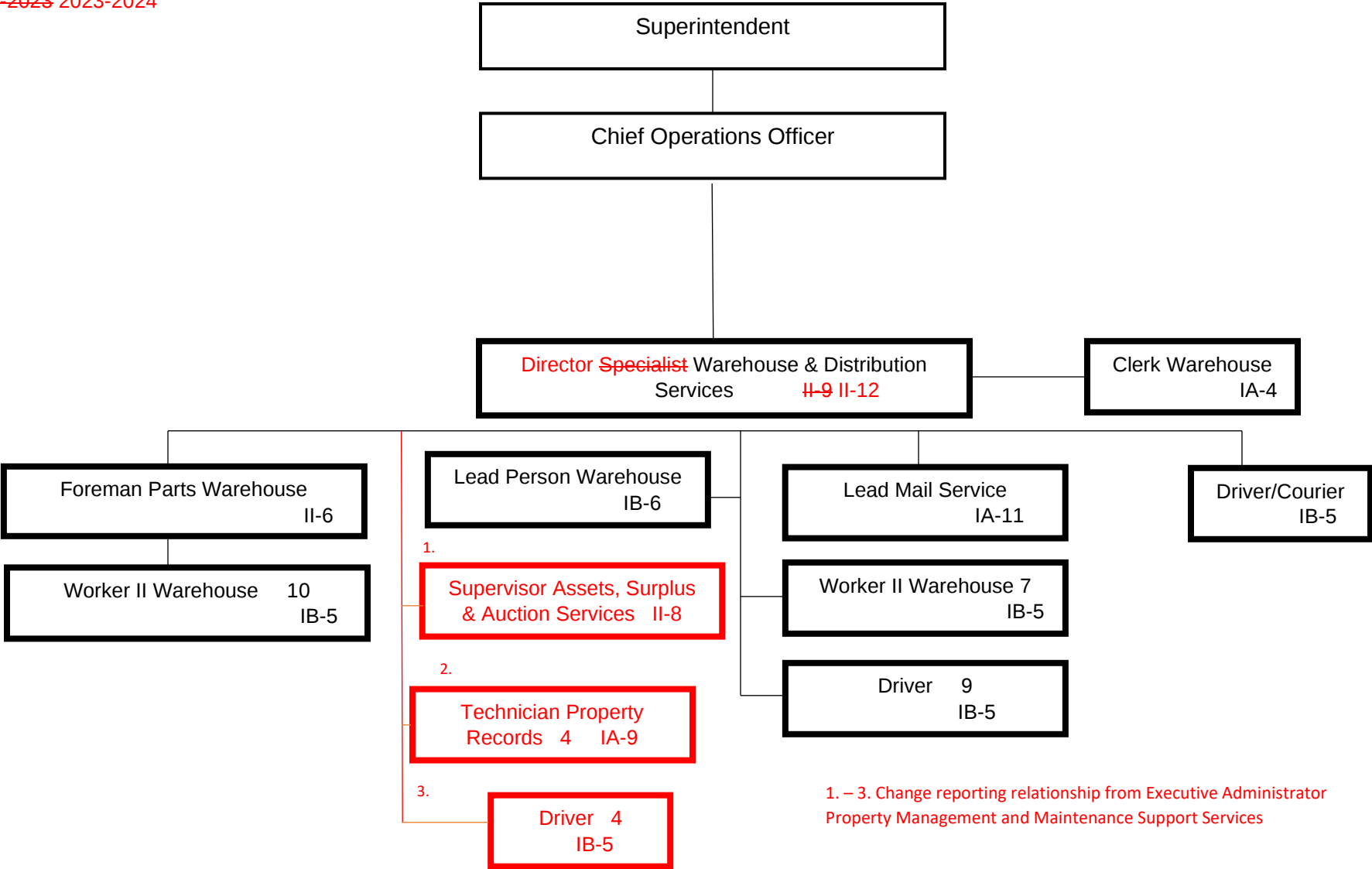
Summary:

General Fund Positions: ~~791~~ 71
Categorical Fund Positions: ~~4~~ 2



Summary:

General Fund Positions: 71
Categorical Fund Positions: 2

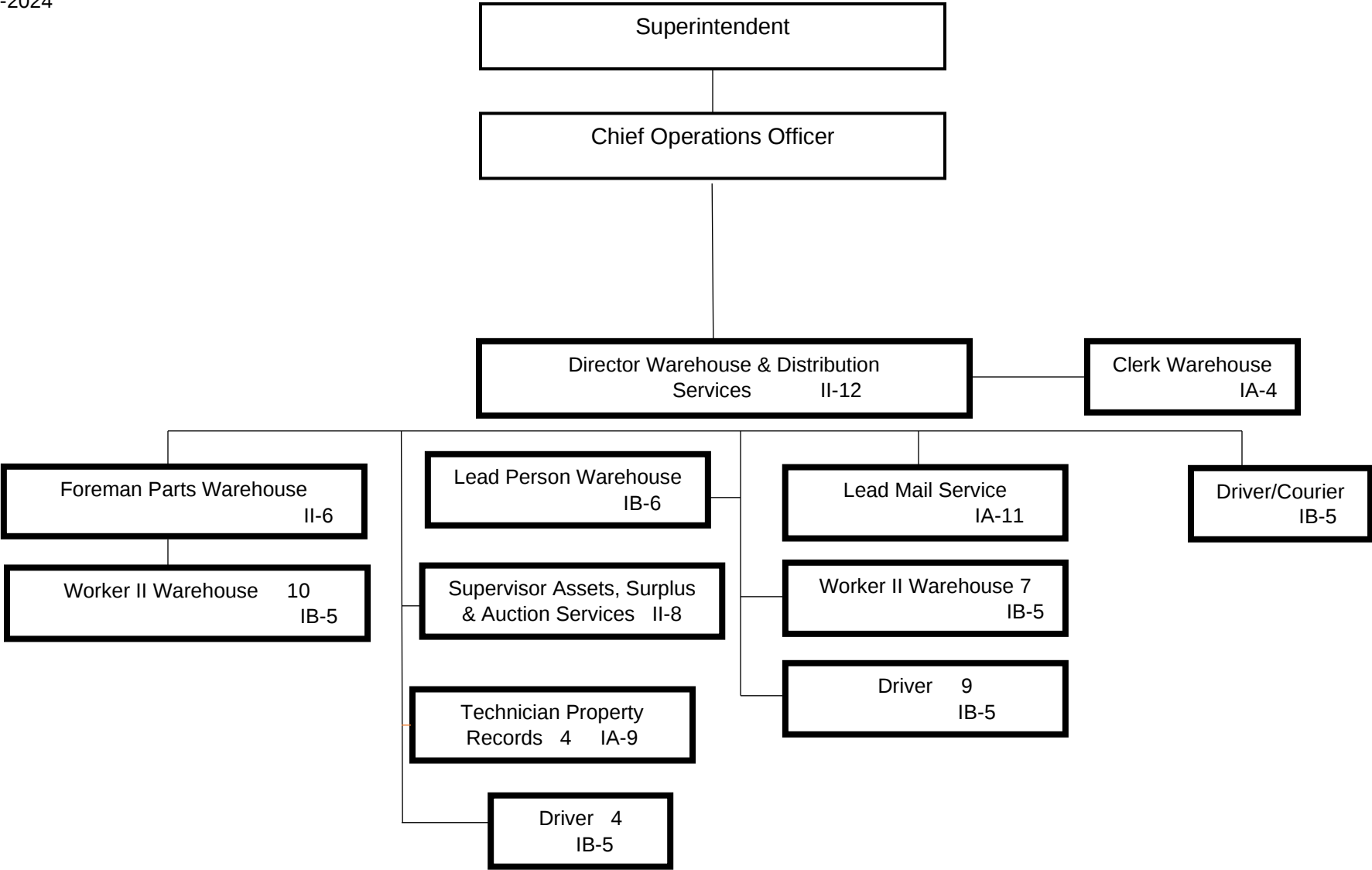


Summary:

General Fund Positions: ~~32~~ 41
Categorical Fund Positions: 0

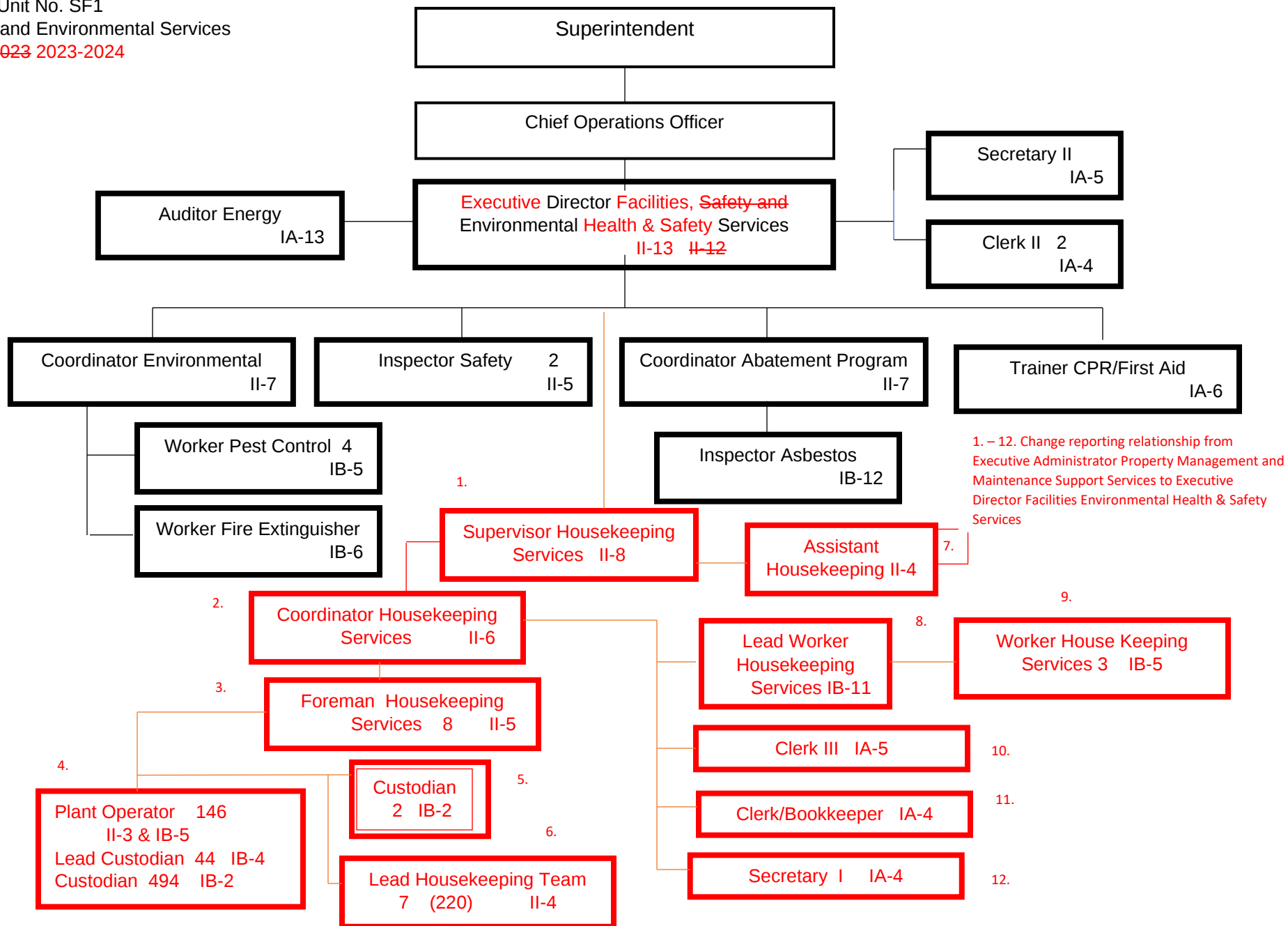
H-6

Submitted: ~~05/14/2019~~ 03/28/2023
Effective: ~~07/01/2019~~ 07/01/2023



Summary:

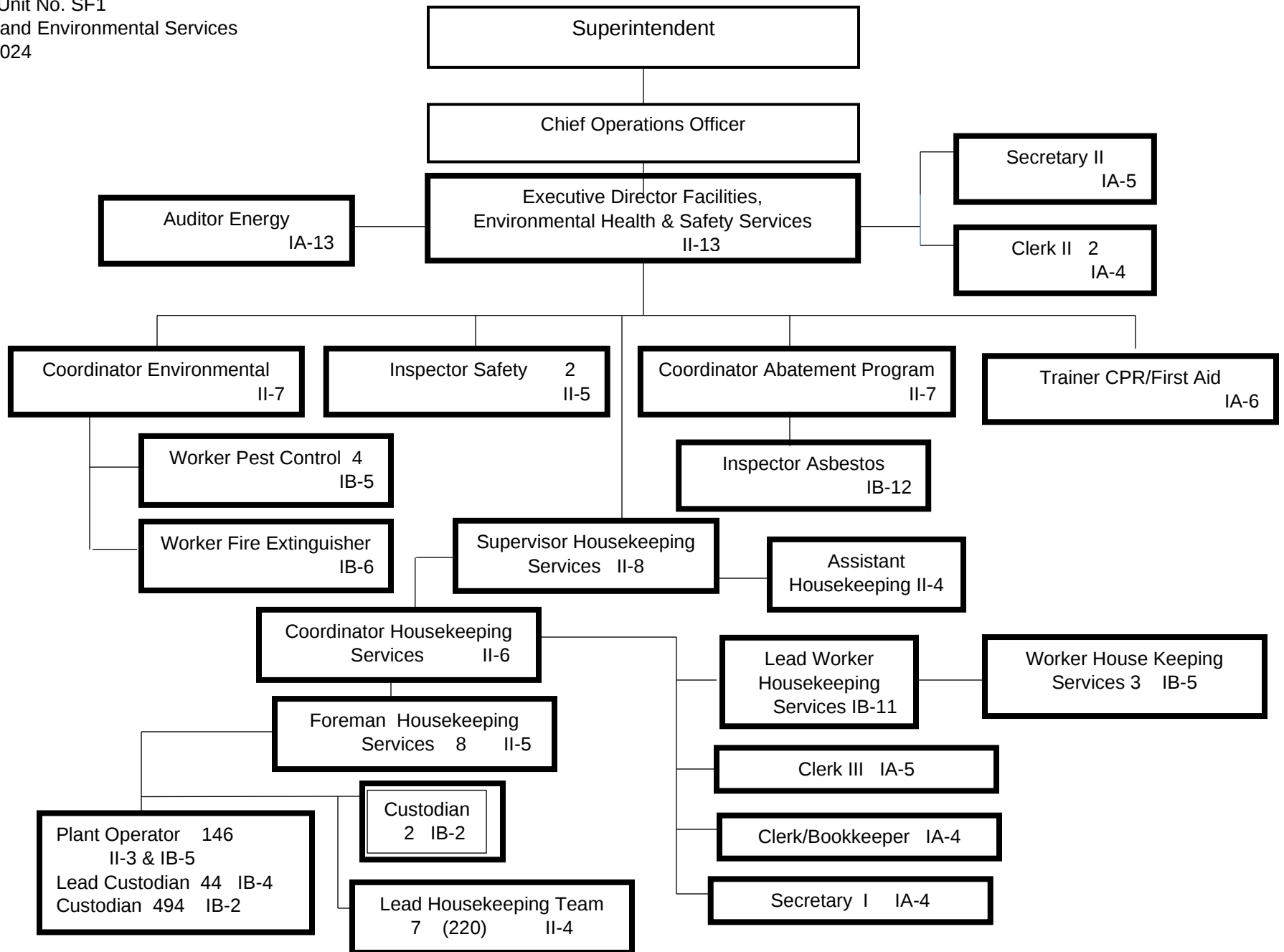
General Fund Positions: 41
Categorical Fund Positions: 1



Summary:

General Fund Positions: ~~16~~ 725
Categorical Fund Positions: ~~0~~ 2

Submitted: ~~05/14/2019~~ 03/28/2023
Effective: ~~07/01/2019~~ 07/01/2023



Summary:

General Fund Positions: 725
 Categorical Fund Positions: 2