



DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

POSTING DATE: March 19, 2024

CLOSING DATE: March 29, 2024 or until filled

POSITION TITLE: Director of Facility Operations

PRIMARY FUNCTION: The Director of Operations will report to the Executive Director of Facility Use and will be responsible for executing key priorities including successful execution of all arena operations and maintenance, driving exceptional performance, elevating customer service, and retaining/growing personnel.

REQUIREMENTS:

Educational Level: Minimum Bachelor's degree in Business or equivalent combination of experience, education and/or education and training.

Experience: Minimum of 5 years' experience progressive facility and event management or similar role desirable. Minimum of 3 years' experience in a managerial role preferred. Proven project management experience, along with liaising and coordinating with external and internal customers to deliver results professionally, efficiently and within budget restraints.

Proficient Skills:

- Excellent oral and written communication skill
- Excellent organization skills
- Strong work ethic
- Desire to excel, and willingness to learn
- Proficiency Microsoft Word and Excel

Physical Activities:

This position may require work inside or outside of the building, as needed by events.

- Daily lifting and carrying up to 20 lbs. Up to 10 minutes at a time.
- Daily reaching, standing, walking, climbing, sitting, and stooping.
- Performing work through repetitive eye/hand coordination.
- Ability to move quickly from one area to another.
- Office environment.
- High noise level.
- Exposure to the weather conditions.
- In and out of doors several times a day.
- Exposure to heat and cold, dust pollen and fumes.
- Must be able to work extended and/or irregular hours, as needed.

ESSENTIAL DUTIES:

1.	Responsible for maintaining a superior level of customer service, facility management, and effective relationship with all clients and customers.
2.	Ensure proper venue maintenance and performance, ensuring the highest level quality.
3.	Maintain excellent working relationships and communication with all departments to ensure proper event management execution with an emphasis on safety, cleanliness, customer service, and maximizing revenue opportunities.
4.	Manage, monitor, and execute all necessary building inspections
5.	Use/operate heavy equipment including, but not limited to: scissor lift, boom lift, tractor, forklift, etc.
6.	Ensure the security and safety of patrons and co-workers at Legacy Arena at all times. Work with the Executive Director of Facility Use to develop and execute a Risk Management Safety Plan, and work with police officers, fire department personnel, and county officials when necessary to secure the arena.
7.	Provide direction and supervision to Legacy Arena personnel and third-party vendors.
8.	Work extended and or/irregular hours, as needed.
9.	Demonstrate prompt and regular attendance.
10.	Performs other duties as assigned.

REPORTS TO: Executive Director of Facility Use

APPLICATION PROCEDURES:

External Applicants: Apply online through Frontline. Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by March 29, 2024.

Current Employees: A letter of interest, resume and a list of three references with address and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by March 29, 2024.

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.