

**Operations Manager**  
**Bakersfield College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

Under direction of the director or assigned supervisor, the Operations Manager is responsible for managing division administrative operations, supervising assigned personnel, and overseeing assigned areas of responsibility.

## **Examples of Duties**

1. Manage, supervise staff and provide oversight of the administrative operations of the division which includes front office (reception, service desk, requests, etc.) and the back office functions (budget management, purchase orders, records, etc.).
2. Manage and monitor assigned college systems entrusted to the division, which includes but not limited to: operation of energy management system (EMS), door lock access system, key records, work order system, inventory, and irrigation scheduling system.
3. Manage and provide oversight, and provide leadership and supervision of college ancillary operations assigned to the division, which includes the following functions: print shop, mailroom, and receiving.
4. Supervise assigned personnel, including development and evaluation of all support staff.
5. Coordinate the safety-training program for all department staff and maintain appropriate records.
6. Coordinate inspections and maintain accurate records in areas including elevators, ADA compliance, fire alarm systems. Make sure all safety, sanitary, and security regulations for the division are met.
7. Participate in meetings and conferences related to college events within the assigned area; disseminate information, coordinate set ups and implement schedules; follow up on action items, and develop program reports as needed.
8. Work with events department and others to make sure all campus and community events are scheduled, set-up and

staffed appropriately.

9. Perform related duties as assigned.

## Qualifications

- Any combination equivalent to: Associate degree and two years of facilities operations experience, including experience in related computer applications.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

### Knowledge of:

- Modern office procedures, methods and computer equipment.
- Principles and procedures of managing an EMS system
- Pertinent federal, state and local laws, codes and regulations related to the assigned special programs processes.
- Record-keeping and report preparation methods.
- Principles of providing work direction and guidance to others.
- Correct English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.

### Ability to:

- Evaluate and implement project goals.
- Communicate information to individuals and groups.
- Interpret and apply the policies and procedures of the college and the project initiatives.
- Interact with and motivate others.
- Maintain records and prepare reports.
- Supervise and provide work direction and guidance to assigned staff.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Collaborate with college personnel and key project staff to track program effectiveness based on evidenced based milestones for student success.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a classified administrator position.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

Approved 5/17/18