

LODI UNIFIED SCHOOL DISTRICT

1305 East Vine Street, Lodi, CA 95240

Job Description: DIRECTOR of Operations & Risk **Classification:** Management

Work Year: 222 **Salary:** LUSDAA Salary Schedule

Department: Facilities, Maintenance, Operations, and Risk (“MORF”)

Reports To: Director III, MORF

Supervises: Classified Staff

PRIMARY FUNCTION: The position serves as an advisor to the Director III (Sr. Director), MORF on short and long-range district housing needs and matters related to risk, and the Board of Education designates this position as Management. This position is directly responsible to the Director III (Sr. Director), MORF for: matters related to facilities, including, but not limited to use, planning, reporting, and acquisition; and matters related to risk management, including, not limited to, safety and insurance programs including, but not limited to, worker's compensation, student insurance, comprehensive property, liability, and general insurance coverages; performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED: Under the immediate direction of the Director III, MORF; supervises District Facilities and Risk.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to, the following:

- Provides direction, supervision, systems development and monitoring of the Planning staff and the District's facilities use, planning, reporting, and acquisition programs, which includes the following major duties and responsibilities: **E**
- Development and implementation of general and specific District facility master plans and Bond Oversight Committees
- Coordination and direction of activities regarding the identification, reservation, acquisition, administration, sale or lease of properties. **E**
- Preparation and monitoring of all local, state and federal applications and documents pertaining to facility funding and construction programs. **E**
- Coordination of the development and use of educational program specifications for District facility projects. **E**
- Development and maintenance of cooperative working relationships with appropriate agencies at the federal, state, and local levels. **E**
- Maintenance of database of plans, records, and other documents related to District properties, facilities and related planning activities. **E**
- Direction and/or assistance in the development and use development fee and related programs, enrollment projections, attendance area boundary modifications, and short-term or interim student and employee housing programs. Administration of the District's **E**
- Provides direct supervision and administration of the risk department and staff, which includes the following major duties and responsibilities: **E**
- Workers Compensation and Property & Liability claims and planning, preventative maintenance/modernization, federal, state, and local codes,
- Performs risk analysis, risk treatment, loss prevention/control and claims settlement services. **E**
- Works closely with insurance underwriters and claims adjusters, assigned attorneys and insurance carriers; monitors activities of legal counsel on adjudicated claims. **E**
- Investigates accidents to determine immediate cause and recommends corrective actions where appropriate; prepares materials and evidence for use in hearings, lawsuits and insurance investigations; appears at hearings on behalf of the district when required. **E**
- Reviews and evaluates performance of claims-related vendors and district industrial clinics; monitors claim-closing actions, makes recommendations regarding solution of adjudicated claims. **E**

- Maintains and updates real and personal property valuations by site locations as required for underwriting purposes; maintains and prepares statistical loss records and reports for all property and casualty risk management programs.
- Administers the district subrogation program for physical damage recoveries; processes summons in small claims court actions and represents the district in such actions. *E*
- Acts as the District's Safety Coordinator, directs safety activities at all levels to avoid or reduce accidents; conducts routine and on-going safety inspections; chairs district safety committee; develops procedures for disasters preparedness. *E*
- Monitors certificates of insurance required for use of facilities and district activities. *E*
- Prepares reports for the Superintendent and the Board of Education. *E*
- Performs related duties as assigned by the Director III (Sr. Director), MORF. *E*

KNOWLEDGE AND ABILITIES:

- School planning, operation and financing processes.
- Local, state and federal legislation and regulations affecting school facilities.
- Principles and practices of Insurance, Labor and Education codes relating to school district risk management programs
- General principles and practices related to property, casualty, health, and student insurance programs
- Utilize analytical, oral and written communication skills
- Make assessments and prepare recommendations
- Analyze and interpret laws, ordinances and regulations pertaining to risk management
- Establish and maintain effective working relationships with district staff

EDUCATION AND EXPERIENCE: Education, training or experience equivalent to graduation from an accredited college or university in public administration, business administration or a related field, and increasingly responsible experience in the management and operation of a risk management program, preferably in a school district.