

PSW
194 West Poplar Avenue
Porterville, CA 93257
Open to the Public
Job Opportunity

Position:	Director of Operations	Posting Date:	Monday, April 28, 2025
Grade: Salary Range:	7 \$70,000.00 - \$118,000.00	<u>Internal Application</u> Deadline:	Wednesday 4/30/2025 at 4:00 p.m.
Status:	Regular - Full time	Department	ADMIN
Job Summary:	The Director of Operations reports directly to the Executive Director and is responsible for leading and optimizing the organization’s operational infrastructure. This position oversees Facilities Management, Building Maintenance, Safety and Regulatory Compliance, Information Technology (IT), and Procurement. The Director supervises a team of back-office personnel and ensures all systems and processes operate efficiently, safely, and in alignment with organizational goals. The ideal candidate is a strategic thinker and hands-on leader who can effectively manage day-to-day operations while driving continuous improvement. Preferred experience in nonprofit, healthcare, or education-based operational environments, Familiarity with security camera systems, access control platforms, and timekeeping software. The ability to create and manage digital forms and interactive documents. Forklift certification and knowledge of warehouse/ inventory operations.		
Supervision Received:	Works under the direct supervision of the <i>Executive Director</i>		
Education Required:	Bachelor’s Degree in Business Administration, Facilities Management, Information Technology, or a related field. Equivalent combination of education and relevant experience may be considered.		
Preferred Experience:	Must have or be able to obtain and maintain CPR/ First Aid certification with-in 90 Days of employment.		
Other Requirements (departmental)	Clean DMV/Class “C” license (<u>must be 21 years of age</u>) DOJ & FBI Fingerprinting/Live scan clearance from DSS		
SEE JOB DESCRIPTION FOR DEPARTMENTS ATTACHED			
Please visit: https://www.indeed.com/viewjob?jk=93e507242ea2195e&from=shareddesktop_copyv			
Send Internal Applications to the Human Resources Department			
All PSW internal applicants must have an “usually meets” rating on current and/or preceding year’s annual evaluation to be eligible to apply.			
AN EQUAL OPPORTUNITY EMPLOYER – PSW’s policy is to fill every position without regard to considerations made unlawful by federal, state, or local laws, such as race, color, religion, religious dress/grooming practices, creed, gender identity or expression, marital status, age, national origin/citizenship, ancestry, genetic information, pregnancy, disability, sex, sexual orientation, medical condition, reproductive health decision making, veteran status or any other characteristic made unlawful by federal, state, or local laws. PSW selects employees on the basis of ability, experience, training, and character.			

For further information, please contact:
 559-784-1399
 Olivia "BO" Ortiz ext. 1007 or Cheryl Haugen ext. 1015



Job Title: Director of Operations

Job Summary:

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Job Duties:

- Supervise and coordinate all aspects of building maintenance, repairs, and preventative maintenance schedules.
 - Oversee facility safety, emergency preparedness planning, and compliance with OSHA, ADA, and other regulatory standards.
 - Manage the IT department, ensuring reliable operation of networks, servers, and software systems; lead system upgrades and hardware procurement.
 - Maintain and operate IT security measures including firewalls, backup systems, and user access control.
 - Develop and maintain documentation for operational procedures, IT protocols, and safety practices.
 - Direct procurement activities, including sourcing, vendor management, purchasing, and inventory tracking for all departments.
 - Coordinate the inspection, upkeep, and safety compliance of all buildings and grounds across all facilities.
 - Supervise staff performing back-office functions; assign tasks, provide training, and conduct performance evaluations.
 - Prepare and manage the annual budget for operations; track and report expenditures and cost-saving initiatives.
 - Ensure timely execution of emergency protocols and lead annual drills for fire, natural disaster, and security threats.
 - Create and manage interactive and printable forms, IT documentation, and system training materials.
 - Maintain and configure time clock systems and software.
 - Conduct regular audits of operational systems and processes to improve efficiency and mitigate risk.
 - Perform hands-on training and modeling for staff in safety procedures, system usage, and policy adherence.
 - Support organizational-wide functions requiring operational planning or logistical support.
 - Perform all other duties as assigned.
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Ability to:

- Pass pre-employment drug /alcohol screen, physical, T.B. test and live scan background screen.
- Provide valid California driver's license, DMV record acceptable to PSW insurance and be minimum 21 years of age, if required to drive PSW vehicle or personal vehicle for company business. Must maintain vehicle insurance per California law.
- Individually lift 50 pounds from floor level to waist height, observing appropriate safety practices when lifting, stooping or bending and in the performance of all other job functions.
- Work cooperatively with co-workers, individuals served, agencies and customers. Respect rights, including the right to privacy, dignity, and confidentiality.
- Demonstrate sound judgment, initiative and punctuality in the performance of all job duties. Be at work when scheduled, unless excused.
- Communicate clearly and concisely, in English, both verbally and in written form.

Required Experience:

- Minimum 5 years of experience in operations, facilities, IT, or administrative infrastructure.
- Proven experience managing safety compliance and implementing emergency preparedness plans.
- Strong technical knowledge in Windows systems, Windows servers, Cisco networking, and cybersecurity.
- Demonstrated ability to lead teams, supervise staff, and deliver effective hands-on training.
- Experience developing budgets, overseeing procurement, and implementing cost-control strategies.
- Excellent verbal and written communication skills with attention to detail and documentation.
- Forklift certification.

Preferred Experience:

- Experience in nonprofit, healthcare, or education-based operational environments.
- Familiarity with security camera systems, access control platforms, and timekeeping software.
- Ability to create and manage digital forms and interactive documents.
- knowledge of warehouse or inventory operations.

Required Education:

- Bachelor's Degree in Business Administration, Facilities Management, Information Technology, or a related field.
 - Equivalent combination of education and relevant experience may be considered.
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Salary Range and Grade Level:

- **Salary Range:** \$70,000 – \$118,000 annually

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