

**RHODE ISLAND HISTORICAL SOCIETY
JOB DESCRIPTION**

Job Title: Director of Operations

Department: Administration

Reports To: Executive Director

FLSA Status: Full-time Salaried

Summary

The Director of Operations manages the day-to-day on-site construction, maintenance and alterations of facilities, as well as ensuring excellence through effective oversight of the organization's human resources.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

FACILITIES

Evaluates use of space and facilities

Analyzes organizations HVAC systems, wiring, lighting and other factors;

Plans, budgets, and schedules facilities modifications including cost estimates, bid sheets, layouts, and contracts for construction;

Develops long range plans and capital outlay requirements and documentation for facilities;

Acts as liaison to public utility, environmental, energy, and other governmental agencies as relates to our facilities and properties;

Inspects construction and installation progress to ensure conformance to established specifications;

Works with insurance broker to select and maintain proper coverage for all sites;

Reviews facilities contracts for compliance with government specifications and suitability for occupancy;

Oversees and directs maintenance and cleaning personnel and workers; and

Attends and provides updates to the Facilities Committee of the Board.

HUMAN RESOURCES

Maintains knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance;

Plans and conducts new employee orientation to foster positive attitude toward the RIHS;

Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting;

Trains management in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment;

Advises management in appropriate resolution of employee relations issues;

Responds to inquiries regarding policies, procedures, and programs;

Administers performance review program to ensure effectiveness, compliance, and equity within organization;

Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence, and employee assistance;

Ensures compliance and equity of benefits within the organization;

Investigates accidents and prepares reports for insurance carrier;

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations; and

Attends and provides updates to the Human Resource Committee of the Board.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; and/or a minimum of seven years of increasing responsibility in leadership, and operational management.

Experience in not-for-profit preferred.

Experience managing capital improvement projects.

Communication Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.; Presents numerical data effectively. Must have effective telephone and email skills and practices.

Computer Skills

To perform this job successfully, an individual should have good computer skills especially with Microsoft Word, Excel and PowerPoint.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

Rate of Pay The salary for this position will be commensurate with experience and based on funding for similar positions at like organizations. Benefits include paid holidays, vacation, and sick time; health insurance (medical, dental, and vision offered); long-term disability and life insurance program; pension.