



OaklandSchools

September 18, 2020

GENERAL ANNOUNCEMENT: POSITION OPENING

Executive Director Auxiliary Services/Maintenance & Facility Operations

WHO WE ARE:

Oakland Schools is a regional service agency that offers support services to school personnel that are best delivered regionally and provide cost, size and quality advantages to those we serve. Oakland Schools is an autonomous, tax-supported public school district governed by Michigan General School Laws and is one of 56 intermediate school districts (ISDs) established in Michigan in 1962.

Our organizational focus is centered on these central objectives:

- Increase student achievement
- Serve diverse needs of schools
- Decrease costs/increase efficiencies

SALARY DETAILS:

\$111,412 - \$129,202 annually with the potential to earn up to \$139,137 based on annual step increases / Exempt position / 12-month work year

WORK LOCATION:

Oakland Schools Main Campus

2111 Pontiac Lake Road

Waterford, MI 48328

IN THIS ROLE:

You will provide leadership and direction to Oakland Schools departments, including Event Management, Facility Maintenance and Operations, Capital Projects, Production Printing and Graphics, and Shipping & Receiving.

WHAT WE NEED:

We are seeking a critical thinker, who is collaborative, customer focused and goal driven to provide leadership and mentoring to the assigned departments personnel and programs. You will serve as a liaison to constituent districts, professional organizations, government and community organizations as well as a resource to local school districts. Administer real estate property matters, contract services and intergovernmental agreements within assigned functional areas. Direct the development of Emergency and Disaster Response planning efforts, and manage all capital projects, including review of architectural and engineering drawings and specifications.

WHAT YOU NEED:

- Master's degree in Business Administration or related field
- Course work in accounting, finance, procurement, personnel management, or education management preferred
- Seven or more years of related experience including supervision of staff. Central Office leadership preferred.
- Knowledge and experience in curriculum, instruction, school leadership, school improvement, assessment, and school culture and climate.
- Ability to manage budgets and grants.
- Understanding of a continuous improvement cycle.

WHAT WE PROVIDE:

Salary Range of \$111,412 - \$129,202 annually.

Oakland Schools offers company paid coverage for life insurance, short and long-term disability, well-being benefits and leave days. In addition, Oakland Schools offers comprehensive medical

coverage or a cash in lieu benefit, dental, vision, additional life insurance, health savings account, flexible spending accounts, pet insurance, legal plan, college savings plans, tax-sheltered annuity (TSA) plans and the Office of Retirement Services retirement plans.

APPLICATION INSTRUCTIONS:

Letters of interest and resumes will be accepted until 4:00 p.m., September 28, 2020 OR until position is filled.

[CLICK HERE TO APPLY!](#)

For questions regarding this position please contact Brandi Carmichael at brandi.carmichael@oakland.k12.mi.us.

Oakland Schools does not discriminate on the basis of sex, race, color, national origin, religion, height, weight, marital status, sexual orientation (subject to the limits of applicable law), age, genetic information, or disability in its programs, services, activities or employment opportunities. Inquiries related to employment discrimination should be directed to the Assistant Superintendent of Human Resources, Personnel Management and Labor Relations at 248.209.2429. Title IX complaints should be directed to the Title IX Consultant at 248.209.2590. For all other inquiries related to discrimination, contact the Executive Director of Legal Affairs at 248.209.2062. All complaints may be addressed to 2111 Pontiac Lake Road, Waterford, MI 48328-2736.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. Incumbents may be asked to perform additional duties as required by his/her supervisor.