



JOB OPENING

At Olgoonik Corporation for (# of positions): 1

Director of Operations

**This is a full time position on a rotation basis:
4 weeks on and 2 weeks off- salary position.**

Working 8 hours/day and 40 hours/week

See attachment for job details

**IF YOU ARE INTERESTED, APPLY at the
Olgoonik office from 8:30 a.m. to 5:00 p.m.
Applications will be accepted until the position
is filled.**



Olgoonik Corporation Job Description

Job Title: **Director of Operations**
Department: Corporate
Reports to: President
FLSA Status: Salaried/Exempt
Update: September 2009

Summary – Manages all general business activities related to ongoing OC operations by performing the following duties personally or through subordinate supervisors.

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

Develops and maintains OC operations business plans to include all program requirements, labor hours, costs, etc.

Establishes operations and quality control standards, develops budget and cost controls, and obtains data regarding types, quantities, specifications, etc for the services OC provides.

Provides guidance to the development of operational plans, including personnel requirements, material needs, subcontract requirements, facility needs, equipment needs, etc.

Ensures all established costs, quality, and delivery commitments are met.

Coordinates operational activities with all other functions of the organization and suppliers to obtain optimum utilization of available resources.

Reviews operating reports and directs the resolution of identified problems to ensure minimum costs and prevent problems for occurring.

Performs administrative activities associated with the effective management of assigned departments, including compiling, storing, and retrieving of operational data for required reports.

Determines responsibilities of assigned organization and staff positions to accomplish business objectives.

Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.

Recognizes problems, developing and following problem resolution procedures for systems, applications and hardware failures. Prepares reports to the president defining problem, evaluation, and possible solution.

Supervisory Responsibilities: Manages the day-to-day business operations of OC's Fuel, Store, Hotel, Maintenance, Community Relations, and Lands Management departments. Is responsible for their overall direction, coordination, and evaluation of their activities. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

This position requires some formal post secondary training directly to business operations. Preference will be given to those with at least 2 years of formal related training.

It requires at least two years of successful experience operating a business directly related to OC operations.

Must be able to read, analyze, and interpret financial statements, general business periodicals, Professional journals, technical procedures, or governmental regulations.

Must be able to write reports, business correspondence, and procedure manuals and effectively present information and respond to questions from the Board of Directors, group of managers, shareholders, customers, and the general public.

Must be able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Must be able to define problems, collect data, establish facts, and draw valid conclusions.

Must have working knowledge of accounting software; contact management systems; internet software; spreadsheet software and word processing software.

COMPETENCIES – To perform the job successfully, an individual should demonstrate the following competencies:

Must be able to identify and resolve problems in a timely manner; Gathers and analyzes information skillfully Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Must be able to develop project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Must be able to manage difficult or emotional and customer situations and meet OC commitments.

Must be able to speak clearly and persuasively in positive or negative situations; listens and gets clarification; Demonstrates group presentation skills.

Must be able to write clearly and informatively; Presents numerical data effectively.

Must exhibit objectivity and openness to others' views; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Must be able to develop workable implementation plans; Communicates changes effectively; Builds commitments and overcomes resistance.

Must inspire and motivate others to perform well effectively influences actions opinions of others.

Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develop subordinates' skills and encourages growth; continually works to improve supervisory skills.

Must understand business implications of decisions and be able to contribute to OC's profits and revenue.

Must treat people with respect and inspire the trust of others.

Must be able to follow policies and procedures; Supports organization's goals and values.

Must exhibit sound and accurate judgment.

Must observe safety and security procedures.

Must be consistently at work and on time and commit to long hours of work when necessary to reach goals.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment: The noise level in the work environment is usually quiet.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. NOTE: This document does not create an employment contract, implied or otherwise, other than and "at will" relationship.

Job Coaching/Performance Guideline:

Position: **Director of Operations**

Date(s): _____

Employee: _____

This guideline should be used in all job coaching or performance evaluation discussions. It can also document estimates of how well a job applicant or promotional candidate may perform in a position.

How well have these essential duties been accomplished (or are being accomplished) ?

Use the following guidelines for rating levels:

- 1 Below minimum:** Employee does not meet minimum standards in this category.
- 2 Needs to improve:** Performance must improve for employee to be successful in this category.
- 3 Usually meets:** Employee meets performance standards most of the time.
- 4 Consistently meets:** Employee consistently meets and occasionally exceeds performance standards.
- 5 Often exceeds:** Employee often exceeds performance standards.

Similar ratings may also be applied to the job description’s competencies.

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___ Ensures all established costs, quality, and delivery commitments are met.

___ Coordinates operational activities with all other functions of the organization and suppliers to obtain optimum utilization of available resources.

___ Reviews operating reports and directs the resolution of identified problems to ensure minimum costs and prevent problems from occurring.

___ Performs administrative activities associated with the effective management of assigned departments, including compiling, storing, and retrieving of operational data for required reports.

___ Determines responsibilities of assigned organization and staff positions to accomplish business objectives.

___ Trains and ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.

___ Recognizes problems, developing and following problem resolution procedures for systems, applications and hardware failures. Prepares reports to the president defining problems, evaluations, and possible solutions.

Overall Summary Rating: _____

Comments:

Employee’s Signature: _____

Date: _____

Evaluator’s Signature: _____

Date: _____

___ **Date:** _____