



JOB DESCRIPTION

Position:	Director of Operations
Salary Range:	\$90,000-\$120,000
Reports to:	Chief Executive Officer
Classification:	Exempt
Date Created:	

POSITION DESCRIPTION

Under the direction of the Chief Executive Officer, the Director of Operations provides executive-level leadership, oversight and coordination of the operational, administrative, financial and project functions of the Tulare Local Healthcare District. This role ensures that District initiatives, strategic priorities, real estate assets, and community health programs are executed efficiently and in alignment with Board direction. The Director of Operations serves as a key liaison to the Board of Directors, partners, vendors, tenants, contractors and community stakeholders.

ESSENTIAL FUNCTIONS OF POSITION

Executive Operational Leadership:

- Lead day-to-day District operations and ensure alignment with Board and CEO direction, policies, and strategic plan.
- Translate Board and CEO priorities into actionable workplans, timelines, and measurable outcomes.
- Coordinate cross-functional projects and ensure accountability across initiatives
- Identify operational risks and implement mitigation strategies

Strategic Planning & Implementation

- Coordinate implementation of the District strategic plan and long-term initiatives.
- Lead development of operational plans, milestones and performance targets
- Monitor progress and provide regular updates to the CEO and Board
- Lead and support development of new programs, partnerships, and service initiatives.

Board & Governance Support

- Lead and support development of policies, procedures, agreements and governance documents.
- Prepare and present Board and committee materials, reports, presentations and supporting documentation in collaboration with the CEO.

Real Estate & Capital Project Oversight

- Support renovation, development, leasing and disposition of District properties.
- Manage tenant relations and project stakeholders in collaboration with the CEO

- Identify project risks and coordinate mitigation strategies

Financial and Contract Management

- Support development and administration of District and project budgets
- Monitor expenditures, contracts, and financial performance.
- Negotiate and manage vendor, consultant and service contracts

Stakeholder and Community Engagement

- Serve as liaison to community organizations, public agencies and partners.
- Support public outreach, communication and community programs.
- Represent the District in meetings with government and regulatory agencies.
- Foster productive relationships with healthcare partners and service providers.

Organizational and Administrative Management

- Oversee administrative staff and support personnel.
- Establish operational policies, procedures and systems.
- Coordinate internal communications and workflow.
- Ensure effective recordkeeping, reporting, and document management.

KNOWLEDGE, SKILLS & ABILITIES

- Public sector administration and governance
- Budget development and financial oversight
- Contract administration and vendor management
- Data analysis, reporting and program evaluation
- Project management and organizational planning
- Effective presentation and communication methods

Ability to:

- Work independently and manage multiple complex priorities
- Analyze information and develop actionable recommendations
- Establish and maintain strong relationships with diverse stakeholders
- Interpret regulations, legislation, and funding requirements
- Prepare clear reports and presentations
- Set goals, meet deadlines and drive results

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Public Administration, Business Administration, Healthcare Administration, Finance, Project Management, or a closely related field. Master's degree preferred.

Experience: Minimum 7-10 years of progressively responsible leadership experience in healthcare administration, public sector or special district operations, real estate or capital project management, government, nonprofit or community health environments. Experience working with healthcare facilities, regulatory agencies, or public boards is highly desirable.

License or Certificate: Possession or, or ability to obtain an appropriate, valid Class C California driver's license.

PHYSICAL DEMANDS

A qualifying applicant must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions; inspect work sites including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points.

ENVIRONMENTAL DEMANDS

TLHD employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

APPLICANT ACKNOWLEDGMENT

I acknowledge that I have read and understand this job description and that I am qualified for the position and able to perform the essential job functions with or without accommodation.

Employee Signature

Employee Name (print)

Date