



Hammond School (Columbia, SC) seeks a qualified **Director of Operations**. This full-time, exempt position oversees extensive operational areas at the school. This position reports to the Head of School. The successful candidate will have excellent demonstrated organizational, supervisory, and communication skills.

Big Back Pack is assisting the school in recruiting candidates to be its next Director of Operations. For more information, contact Steve Mandell at steve@bigbackpack.org.



The Position:

Hammond School seeks a dedicated and reliable candidate to serve as Director of Operations, beginning on July 1st, 2021. This full-time exempt position oversees the day-to-day operations of the school in all of the following areas: Buildings and Grounds, Campus Health and Safety, Transportation, Food Services, Custodial Services, Information Technology, Summer Programs, and Extended Day Programs. The Director of Operations has supervisory responsibility for over 20 full and part-time individuals and reports directly to the Head of School.

The successful candidate will have excellent demonstrated organizational/supervisory skills and a minimum of a four-year degree. Candidates with 10 years of supervisory experience in operations for an organization of similar size to Hammond School, strong credentials, related experience, and outstanding references may be considered.

Some areas of responsibility include:

- Management of departmental budgets
- Coordinate bids and requirements for outside contractual work
- Create and maintain long-term facilities care and maintenance schedule and cost
- Ensure facility readiness for day-to-day events and special events
- Oversee physical operation of the school
- Oversee safety on campus and participate in review and execution of crisis management plan
- Supervise and support the Information Technology team to ensure all systems and equipment function efficiently and effectively

Required: Bachelor's degree or higher

To Apply:

A completed application with the following materials should be addressed to Steve Mandell at steve@bigbackpack.org.

- Resume
- Cover letter expressing interest and indicating suitability for the job
- Names of three references and contact information

Hammond School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.