



MEIGS COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

An Equal Opportunity Employer

Position: Operations Director

Reports To: Superintendent

Schedule: 7:30 AM – 3:30 PM

Work Year: 238 Days

FLSA Status: Overtime Exempt

The Meigs County Board of Developmental Disabilities (MCBDD) is seeking a skilled and dependable Operations Director to manage essential agency operations and support the mission of serving children and adults with developmental disabilities. This leadership position oversees facilities, transportation, food service, information technology, and compliance functions across the organization.

Key Responsibilities

- Oversee operations in facility maintenance, transportation, food service, and information technology.
- Collaborate with the administrative team in developing strategic plans.
- Maintain strong communication and cooperation with all departments.
- Manage budgets and vendor relationships.
- Order janitorial materials, supplies, and paper products.
- Oversee maintenance agreements with outside companies.

- Prepare and assist with billing reports for participating agencies.
- Report outages of utilities and equipment to appropriate companies.
- Ensure compliance with local, state, and federal regulations (ADA, OSHA, State Fire Marshal, Health Department).
- Chair the safety committee.
- Complete annual Emergency Operational Plan
- Prepare and maintain grant reporting documents.
- Ensure managed staff complete PSW as scheduled.
- Valid Ohio Commercial Driver's License (CDL) preferred or willingness to acquire
- Operate a passenger school bus or van to transport students and adults as needed for backup.
- Assist with outside maintenance (lawn care, snow removal, vehicle scheduling, preventative inspections).
- Maintain positive relationships with the public, staff, individuals served, and the Board.
- Coordinate with the Superintendent on delays, closings, and official communications.
- Provide housing development support to the Housing Authority serving Meigs County.
- Work on special projects as assigned.

Experience and Education

- Evidence or proof of mechanical ability.
- Prior supervisory experience preferred.
- Valid Ohio Commercial Driver's License (CDL) required.
- Ability to perform a full range of management duties and tasks.
- Proficient with standard office equipment.
- Strong computer skills; able to use various software programs.
- Excellent written and verbal communication skills.
- Strong organizational skills and ability to manage multiple tasks and projects.

- Ability to perform all essential job functions.
- Demonstrated ability to complete tasks efficiently and creatively.
- Experience working in a self-directed team environment.

Physical Requirements

- Perform the physical demands of essential job duties.
- Capable of lifting and managing students and adults with disabilities when necessary.
- May be exposed to abnormal conditions.
- Ability to travel and move freely throughout the State.

Compensation & Benefits

- Salary based on experience.
- PERS retirement
- Hospitalization plan
- Employee dental plan
- Vacation, holidays, sick leave, and bereavement leave (per Board policy)

How to Apply

Submit your resume to tammizirkle@meigsscbdd.org no later than October 10th at 4:00 PM.