**MAPS Air Museum Policy**

**Section: 1 - Personnel**

**Subsection 1.1 - Job Descriptions**

**Unit 1.1.2 - Staff Position Descriptions**

**Policy: 1.1.2.21 - Job Posting Memo**

**Memo: 1.1.2.21.3 - Operations Director Posting**

**Submitted by:** Kim Kovesci

**Date submitted to Directors for approval:** 3/6/24

**Date approved by Board of Directors –** 3/6/24

**Job Posting Memo**

**Operations Director**

Position Qualifications – Operations Director

The following are the recommended minimum qualifications for the position of Operations Director:

1. The ideal candidate would be an active member at the MAPS Air Museum for at least three years.
2. The ideal candidate would have a minimum of three years experience with operational responsibility .
3. Supervisory skills are necessary to supervise volunteer personnel in various departmental roles (maintenance, custodial, safety, environmental and health department).
4. Experience in training personnel in safety, fire, environmental, OSHA and health department requirements to ensure compliance with governmental regulations.
5. In-depth knowledge of Windows-based computer applications (e.g., Word, Excel, PowerPoint) and Google Applications. These are necessary for establishing metrics, tracking results and reporting trends to management.

Specific requirements to be successful in meeting the needs of this position are specified in MAPS Policy 1.1.2.3 – Job Description - Operations Director.

Benefits for this position ref: (1.1.2.20 Paid Employees and Vacation Policy)

MAPS Air Museum does not provide medical or retirement benefits.

This is a salaried position and does not pay overtime.

Timeline for filling this position.

3/6/2024 Job description approved by Board of Directors

3/6/2024 Job posting approved by Board of Directors

3/15/2024 Job posting activated within MAPS Air Museum Membership

4/15/2024 Resumes due

5/1/2024 Interviews conducted by selection committee

6/1/2024 Interviews completed by selection committee

6/5/2024 Recommendation submitted to Board of Directors

6/15/2024 Offer made to selected candidate

7/1/2024 New hire begins employment