

Operations Director

Verification and Validation Lab

September 16, 2003

The Operations Director position builds credibility for the lab by providing secure and reliable operations infrastructure. This ensures that the public and private information systems (IS) including web, mail, and revision control services are safe and support the daily operation of internal and external researchers. In addition, the Operations Director ensures that internal and external meetings and socials are well organized and take place without surprises.

Expected Results

IS services are tools not hindrances or obstacles to research. Public and private information systems are secure, reliable, functional, and meet the needs of the researchers. IS related issues are addressed in a timely manner. All meetings, socials, and travel arrangements are handled with little or no administrative overhead incurred to participants.

Accountabilities

The Operations Director oversees all positions in operations and is accountable for their actions. The Operations Director ensures that all operational details meet the needs of the lab. The Operations Director plans for future IS demands, including triyearly rotation of workstations, and manages capitol equipment funds. The Operations Director manages all external travel arrangements. The Operations Director maintains an operations manual that describes the best practices and procedures for being a successful Operations Director.

Evaluation Standards

The Operations Director will be evaluated on the merits of the IS services as being viewed by internal and external researchers as tools or obstacles to their work. The Operations Director will be evaluated on the security and integrity of lab data. The Operations Director will be evaluated by its management of capitol equipment funds in rotating workstations and anticipating IS needs. The Operations Director will be evaluated on how little administrative overhead is incurred by participants in meetings, socials, and external travel. The Operations Director will be evaluated on how quickly the next Operations Director masters the position.