



CHIEF OPERATIONS OFFICER

Position Summary

The Chief Operations Officer plans, develops, directs, monitors and maintains the overall operational and fiscal resources of the Facilities Department, Constructional Department, Transportation Department, Nutrition Department, and Technology Department, in accordance with the District's Strategic Plan. The Chief Operations Officer provides guidance and leadership to department administrators and supervisors in planning and implementing services and programs to meet the various needs of the District and is a member of the Superintendent's Cabinet. The Chief Operations Officer also provides general oversight of assigned District Operations Departments beyond those listed as directed by the Superintendent.

Supervisory Relationship

This position reports to the Superintendent.

Essential Functions

General Responsibilities:

1. Serve on the Superintendent's Cabinet.
2. Serve as a chief aide to the Superintendent in administering the District.
3. Communicate directly with the School Board, as appropriate, regarding District issues and interests.
4. Assume a key leadership role in the District's Incident Response Plan.
5. Attend all School Board meetings and Board work sessions.
6. Design and provide oversight of the District's Strategic Plan goals as related to the department.
7. Lead the development and implementation of the department's Continuous Improvement Plan.
8. Interpret and implement District policies as they relate to assigned areas of responsibility.
9. Oversee the development, preparation, and submission of reports required by law or requested by federal, state, and/or local governmental bodies.
10. Gather information as needed to prepare reports and recommendations to the Superintendent and/or School Board.
11. Oversee the planning, directing, and coordinating work activities and allocate resources accordingly to assigned areas of responsibility.
12. Track and communicate legislative initiatives and legal decisions that impact the services of the department.
13. Assure department compliance with State, Federal, and local regulations.
14. Develop and monitor the department's annual operating budget and establish department service and staffing levels within the adopted budget parameters.
15. Provide leadership in the resolution of complex problems and issues.
16. Exhibit excellent skills in communicating with staff, students, and the community, within the socio-political context of the system.

17. Supervise and evaluate assigned licensed, administrative, classified and /or supervisory staff.
18. Follow District policies and procedures in employee-related actions including hiring, assigning, supervising, supporting, evaluating, disciplining and scheduling the work of department staff.

Position Specific Responsibilities

1. Serve as Title IX Compliance Officer.
2. Assure competent planning, design, contracting, and completed construction of identified facility projects.
3. Serve as District representative in obtaining appropriate permits for various projects.
4. Testify on project scope and validity and communicate information for public hearings as necessary.
5. Assure compliance with various codes, regulations, and statutes which apply to sites and facilities.
6. Assist the facilities staff with long-range planning and the development of District capital needs.
7. Oversee the environmental safety program compliance.
8. Assure the District position is represented in assigned activities including construction projects and contracts.
9. Provide general oversight of assigned Operations Departments.
10. Provide general oversight of the District's athletics and activities programs.
11. Provide supervision to support services departments as assigned.
12. Provide overall guidance on the spending of construction bonds.

Required Knowledge, Skills and Abilities

1. Ability to communicate effectively, orally and in writing, with a diverse population.
2. Ability to understand and interpret complex legal language and other written materials.
3. Demonstrated writing skills.
4. Ability to speak well in public, make presentations to a broad range of stakeholders and lead high quality professional learning opportunities.
5. Ability to learn and understand relatively complex laws, rules, principles and techniques and to make independent judgments and decisions.
6. Ability to prepare and manage budgets required.
7. Demonstrated ability to supervise staff.

Minimum Qualifications

- A minimum of a Bachelor's degree in a related field
- General knowledge of District Operations Departments
- Knowledge of current safety and emergency preparedness systems
- Demonstrated success in the supervision of staff
- Knowledge and experience in project management
- The ability to follow oral and written instructions
- The ability to effectively work and communicate with students, parents, and school personnel from diverse cultures and/or backgrounds
- The ability to work harmoniously with others
- Proficient oral and written communication skills in English

- Proficient in the use of computer and Internet-based applications, including but not limited to email and systems applications
- The ability to learn new systems as required by the District

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

The successful applicant will work in a fast-paced office environment and in schools; may be required to work evenings, overtime and weekends as needed.

ADDITIONAL INFORMATION	
Employee Unit	Executive
Pay Grade	Director
Developed by	Gustavo Balderas, Superintendent
Approved by	Cydney Vandercar, Asst. Superintendent of Administrative Svcs.
Last revised	June 10, 2019

This job description in no way states or implies that duties above are the only duties to be performed by this position. The Chief Operations Officer will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent.