

JOB DESCRIPTION

TITLE CHIEF OPERATIONAL OFFICER

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Master's Degree or equivalent; three to five years upper level management experience; or equivalent combination of education and experience.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or styles. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school boards.
Mathematical Skills	Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
Certificate/License	N/A
Reasoning Ability	Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee is required to talk and hear. The employee is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include the ability to

adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Superintendent of Schools

GENERAL RESPONSIBILITIES

1. Plans, directs and reviews the staff and activities of the divisions, departments and staff assigned to Operational Services.
2. Provides financial advisory services to the Superintendent and the School Board as it relates to budget and alternative funding mechanisms.
3. Develops and maintains business, financial, administrative and support systems that will promote confidence in the District's management.
4. Maintains the operational affairs of the School District according to the manner prescribed by State Board of Education Rules, Florida Statutes, School Board Policies and other applicable procedures and guidelines.

SPECIFIC RESPONSIBILITIES

1. Participates in the development and implementation of operational plans to support the goals of the District.
2. Supervises the operations of the Business Services Department, the Facilities Planning and Construction Department and the Support Services Department, (Maintenance & Operations, Transportation, Nutrition Services and Security and Environmental Safety and Technology).
3. Directs administrative productivity and systems studies; evaluates and prepares reports and recommendations for improving the operational services of the District.
4. Directs the planning, development and presentation of the annual budget to include budget workshops, public hearings and special board meetings.
5. Reviews legislation and represents the School Board on legislative issues dealing with school operations and fiscal affairs.
6. Develops and recommends policies, procedures and interpretative memoranda relative to the operational affairs of the District.

7. Researches and develops recommendations related to the operational affairs of the district, including but not limited to economic order quantities, privatization efforts, insurable values and risk retention, investment strategies and other reviews as may be necessary to insure the operational stability of the District.
8. Directs, coordinates, reviews and monitors the preparation of agreements and contracts involving transactions between the District and other persons or entities.
9. Provides overview and support for the development of the Five, Ten and Twenty Year Capital Outlay Plan.
10. Provides parameters and support, as necessary, for negotiation and acquisition of school sites.
11. Prepares operational related agenda items for School Board Meetings, disseminates information and completes follow-up on such items after Board actions.
12. Recommends, supervises and evaluates assigned administrative and clerical staff; establishes and monitors employee performance objectives; and recommends staff development, promotion and termination.
13. Serves on committees and task forces and disseminates information through prepared text and verbal presentations.
14. Attends all School Board meetings unless excused by the Superintendent.
15. Serves as a member of the Superintendent's Administrative Team and Cabinet.
16. Acts for the Superintendent in his/her absence and at various meetings, conferences, and functions as required.
17. Performs other duties as assigned by the Superintendent.