

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### CHIEF OPERATIONS OFFICER

**SALARY SCHEDULE: CHIEF**

**COST CENTER: (9039)**

**QUALIFICATIONS:**

- (1) Master's Degree in business administration, business management, public administration, building construction or related area from an accredited educational institution.
- (2) Ten (10) years experience leading business functions in government or public education, at least five (5) of which must have been in a senior executive supervisory position.
- (3) Valid Florida driver's license.
- (4) Satisfactory criminal background check and drug screening.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Demonstrated ability to lead a senior management team. Working knowledge of long range planning, construction, cost accounting, maintenance, custodial, food service, security and transportation operations. Knowledge of school or public finance, budgeting and resource allocation. Knowledge of group dynamics, consensus-building, problem-solving and conflict resolution. Ability to develop and implement contracts, lease agreements and bid procedures. Ability to analyze departmental operations and procedures. Knowledge of and ability to interpret School Board policies. Ability to communicate to a wide variety of audiences orally and in writing. Knowledge of institutional protocol. Ability to use computer systems and software applications.

**REPORTS TO:**

Superintendent

#### JOB GOAL

To provide operational services for the school district in support of the educational program by administering the functions of long-range planning, transportation, construction management, custodial services, facilities, food service, interagency agreements and security.

**SUPERVISES:**

Director of Long-Range Planning  
 Director of Facilities Services  
 Director of Construction Services  
 Director of Food and Nutrition Services  
 Manager of Security and Telecommunications Support  
 School Police Chief  
 Director of Transportation

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Supervise and administer assigned departments, to include, but not limited to, Facilities Construction, Food & Nutrition Services, Transportation, Security & Telecom, School Police, and Long Range Planning.
- \* (2) Set operating direction for support services department administrators and evaluates their performance and continuous improvement in relation to stated goals.
- \* (3) Ensure that support services department administrators continually develop and improve their capabilities as manager.
- \* (4) Ensure that high quality support services are provided in support of the instructional efforts of the District and the School Board goals.
- \* (5) Continually improve and implement the support services efforts of the school system.
- \* (6) Administer the budgets for assigned areas of responsibility.
- \* (7) Develop and implement contracts, agreements and leases.
- \* (8) Administer professional service contracts with engineers, architects and attorneys.

**CHIEF OPERATIONS OFFICER (Continued)**

- \* (9) Assist in recruiting and hiring of assigned personnel.
- \* (10) Oversee security service contracts for the district and assist in the development of the District's Safe School Plan, weather alerts and all emergency services.
- \* (11) Coordinate the work of school support services administrators and programs.
- \* (12) Provide oversight and direction for cooperative planning with other agencies.
- \* (13) Administer and provide for a comprehensive facilities study on a five, ten and fifteen-year basis, updated annually, including cost estimates and long-range financial planning.
- \* (14) Provide oversight and assess annual progress in the Board's Strategic Plan.
- \* (15) Facilitate principal participation in district-level management functions.
- \* (16) Maintain a close working relationship with School Based and District administrators to ensure information exchange and the coordination of efforts for effective school operations.
- \* (17) Interact with parents, outside agencies, business and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (18) Respond to inquiries, complaints and concerns in a timely manner.
- \* (19) Work with parents to resolve concerns regarding transportation.
- \* (20) Serve on district or community councils or committees as assigned or appropriate.
- \* (21) Assist in the interpretation of programs, philosophy and policies of the district to staff, students, parents and the community.
- \* (22) Establish and maintain intergovernmental relations with municipalities and county personnel.
- \* (23) Maintain a network of peer contacts through professional organizations.
- \* (24) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
- \* (25) Maintain expertise in assigned areas to fulfill district goals and objectives.
- \* (26) Support staff development activities in assigned areas.
- \* (27) Assist in the development of policies and administrative guidelines.
- \* (28) Ensure compliance with all federal and state laws and mandates.
- \* (29) Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment actions.
- \* (30) Prepare and coordinate School Board agenda items.
- \* (31) Represent the district in a positive and professional manner.
- \* (32) Assist in developing the district budget for assigned departments.
- \* (33) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- \* (34) Serve on the Superintendent's Cabinet.
- \* (35) Provide leadership and direction for assigned areas of responsibility.
- \* (36) Provide leadership and guidance in the development of annual District goals and objectives.
- \* (37) Assist in implementing the district's goals and strategic commitment.
- \* (38) Set high standards and expectations and promote professional growth for self and others.
- \* (39) Collaborate with schools and departments and contribute to the planning and operation of the district.
- (40) Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities