

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHIEF OPERATIONS OFFICER

GENERAL STATEMENT OF JOB

The Chief Operations Officer serves in a staff capacity to all administrators in the district regarding matters pertaining to operations. The Chief Operations Officer oversees all construction management, facilities, maintenance, transportation and other operational divisions of the school district as assigned. The Chief Operations Officer acts in a line relationship with those persons and offices reporting directly to the position including the Executive Director of Facilities and Construction, Director of Maintenance, Director of Technology and the Director of Transportation. The Chief Operations Officer is a member of the Superintendent's Cabinet. Positional authority is that assigned by the General Statutes or is delegated by the Superintendent. Reports to the Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervise the constituent departments and offices of the Operations Division.

Direct the summative and formative evaluation of the division's personnel in accordance with policy and procedure.

Act as liaison with the Board, other divisions of the school system, and other agencies and organizations on matters related to facilities, construction management, transportation, technology and maintenance.

Advise all Chief Officers on operational matters of the district.

Respond to inquiries for interpretations from district staff on matters not clearly covered by regulation, policy or legislation.

Oversee the implementation of the District's policy and procedures related to Minority, Women, and Socially and Economically Disadvantaged Owned Business Enterprises within all areas of operations.

Administer the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operations.

Keep aware of emerging developments in administrative functions and school construction management through participation in workshops, conferences, seminars, and reading.

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Complete and file the necessary reports for local, state and federal agencies.

Perform any specific duties designated yearly in any of the operations areas' delineation of responsibilities or action plans.

Act in the place of the Superintendent (designee) on matters as assigned.

ADDITIONAL JOB FUNCTIONS

Perform other responsibilities as may be assigned by the Superintendent.

MINIMUM TRAINING AND EXPERIENCE

Minimum qualifications are a Master's degree from an accredited university with a concentration(s) in engineering, accounting, finance, personnel and/or general administration and at least eight (8) years of experience in operations at a senior level or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Courses with content in the following areas are desirable: Budgeting and Financial Management Concepts and Practices; Business and Personnel Management; Quantitative Methods; Administrative Practices; Computer Information Processing and System Management, Construction and Building Facilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, newsletters, schedules, manuals, invoices, requisitions, menus, recipes, journals, etc. Requires the

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ability to prepare correspondence, reports, forms, evaluations, procedures, charts, surveys, articles, bid specifications, brochures, news releases, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including medical, legal, accounting and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of algebra and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of local, state and federal rules and regulations regarding facilities and construction management.

Considerable knowledge of the principles of supervision, organization and administration.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the formal bidding process and of local, state and federal guideline as well as knowledge on school construction bonds.

General knowledge of the principles and practices of public relations work.

Skill in counseling and developing staff.

Ability to plan, develop, implement effective programs and systems.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop and administer budgets.

Ability to account for initial up-front costs and long term operating costs in making recommendations and decisions.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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DISCLAIMER

This job description is designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee assigned to this job.