
CHIEF OPERATIONS OFFICER

JOB DESCRIPTION:

Under the direction of the Superintendent, the Chief Operations Officer (COO) serves as the senior administrative officer of the business office and human resources office to provide leadership, and assume management responsibility for all business and human resources services of the District including budgeting financial commitments, fiscal management, contracts, auditing, attendance accounting, food services risk management, investments & financing instruments, purchasing, and human resources. This person is a member of the Superintendent's Cabinet.

QUALIFICATIONS:

- Education:** Graduation from an accredited college or university with a B.A. or B.S. in business administration, public administration, or a related field desired or CBO and/ or HR certification and equivalent experience.
- Experience:** Two years of progressively responsible experience in school business and/ or human resources or a related field, preferably in a public school system.
- Knowledge:** Federal and state laws and regulations governing the business administration of a public school district; Generally Accepted Accounting Principles (GAAP), preferably including California school district budgeting and accounting; methods of financial analysis and projection techniques, report preparation and presentation; advanced principles, methods and practices of budget preparation and administration; financial and statistical record-keeping techniques; planning, organizing and directing financial & operational activities; payroll and tax system; employee leaves including FMLA, CFRA; labor laws; credential requirements; FRISK; contract negotiations and administration; computer operations/ data management and computer-based systems with accompanying applications and peripheral equipment; oral and written communication skills.
- Abilities:** Be pleasant, cooperative and tactful in working with others; communicate and work effectively with staff, parents, community and outside agencies in a manner that reflects positively on the department and district; handle confidential material with wisdom and discretion; handle all situations with dignity and propriety; perform responsible clerical work with accuracy and speed; make arithmetical calculations quickly and accurately; compile and maintain accurate and complete records and reports; operate a computer and assigned office equipment; use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and management system software; perform advanced professional-level accounting and financial reporting work; understand and carry out oral and written directions; plan, manage and direct the work of support staff; carry out good public relations programs.

TYPICAL DUTIES:

1. Plans, organizes, directs, supervises and coordinates the activities, functions, and operations of District business & operation services. Administers the preparation of the District's budgets, accounting, payroll and payroll functions including human resources and is responsible for all ancillary state, federal and local financial reports.

2. Coordinates and manages all matters related to internal and external auditing of all fiscal aspects of programs and offices in the district.
3. Maintains accurate records of expenditures and revenue in such a manner that at any time the budget balance of any one category may be determined.
4. Serves as a member of the Superintendent's Cabinet; provides advice and counsel to the Superintendent, Board, and others on all matters relating to the functions of business and operational services of the District
5. Prepares reports and recommendations for the Superintendent and Board of Trustees, including comprehensive financial, facility, modernization and construction report.
6. Proposes fiscal measures to maximize resources directed to the instructional goals and adopted LCAP plan.
7. Monitors charter school fiscal operations in order to ensure District complies with its fiduciary oversight responsibilities.
8. Reconciles revolving cash, clearing account cash, and petty cash funds - District Funds. Prepares wage calculations.
9. Assists in the negotiations process with employee groups as directed by the Superintendent
10. Assumes responsibility for the administration of the district insurance program, including the processing of claims, as needed.
11. Provides direction and supervision for the District's student attendance accounting functions.
12. Revises budget during the year as required by program changes and State and Federal projects.
13. Oversee, maintain and updates all personnel records, employee absences, mandated employment requirements and notifications, credentialing information, payroll and personnel systems. Notify employees of requirements.
14. Oversee, provides new employee information. Processes and follows-through with required paperwork.
15. Oversee, establishes, maintains and updates on-call teacher substitute information and records.
16. Attends all board meetings and prepares such reports for the Board as deemed necessary, or as required by law, for the information of the Board. Keeps current with County Office fiscal, payroll and personnel systems and attends in-service/ advisory meetings.
17. Prepares or directs the preparation of specifications, bids, and quotations. Prepares and coordinates public project bidding. Analyzes bids or quotes and recommends awarding of various contracts.
18. Assumes other responsibilities as assigned by the Superintendent or designee; performs other duties as assigned that support the overall objective and mission of the position and district.

ESSENTIAL PHYSICAL REQUIREMENTS:

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1	Seldom = Less than 25%	3	Often = 51-75%
2	Occasional = 25-50%	4	Very Frequent = 76% and above
4	a. Ability to work at a desk, conference table or in meetings of various configurations		
4	b. Ability to stand and circulate for extended periods of time		
4	c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students		
4	d. Ability to hear and understand speech at normal levels		
4	e. Ability to communicate so others will be able to clearly understand normal conversation		
4	f. Ability to bend and twist, kneel and stoop, run and crawl		
4	g. Ability to reach in all directions		
2	h. Ability to lift 25 pounds		
1	i. Ability to carry 50 pounds		

Immediate Supervisor: District Superintendent

Assignment: 8 hours per day

Salary: Certificated Administrative Salary Schedule: Range 104