

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

CHIEF -- OPERATIONS

JOB DESCRIPTION

JOB CODE:	790031	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	0
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution, and
- (2) Minimum of ten (10) years combined experience in physical plant administration and school administration; or
- (3) Bachelor's degree from an approved accredited educational institution, and
- (4) Minimum of fifteen (15) years combined experience in physical plant administration and public/business administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida School laws, regulations, local School Board policies and procedures. Considerable knowledge of applicable building regulatory codes, ordinances, and procedures. Thorough knowledge of principles and practices of architecture, modern methods and techniques in the various trades as they relate to design, construction and maintenance of facilities. Knowledge of fleet management and modern transportation technologies and practices. Ability to direct work of technical and professional personnel in a manner conducive to efficiency and high morale. Decision-making ability within the framework of district guidelines. Skills in writing, editing, and publishing communications. Ability to promote positive working relationships with district and school-based administrators. Ability to establish and maintain effective working relationships with administrators, staff and private individuals contacted in the course of work.

REPORTS TO:

Superintendent, Deputy

JOB GOAL

To provide effective leadership, direction, and oversight in the administration of a cohesive and efficient system of operations for the District.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide leadership, direction and oversight for operational systems and projects that assist in achieving the School Board's initiatives as well as State and Federal mandates.
- *(2) Provide leadership for the continued analysis, development, and monitoring of short and long-range plans for improving operational systems.
- *(3) Direct the development and implementation of a quality system of operations by incorporating state and national standards and best practices.

CHIEF-- OPERATIONS (Continued)

- * (4) Provide leadership for the analysis, development, interpretation and implementation of policies and legislation related to the governance of the operational systems of the District.
- * (5) Plan, organize, manage and direct the development of new construction and maintenance for physical plants.
- * (6) Direct programs of facility planning consisting of coordination of construction projects from concept through completion and evaluation.
- * (7) Direct the development of preventive, routine and emergency maintenance.
- * (8) Coordinate with school officials and architects in the development of long-range plans.
- * (9) Work closely with district and school staffs to support school facility planning.
- * (10) Provide leadership, direction and oversight of the transportation department to meet requirements for a safe, efficient and economical transportation system for all eligible public school students.
- * (11) Represent the Transportation Department in recommendations for policies and procedures to improve the economy, efficiency, and quality of operations and services.
- * (12) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (13) Provide technical and support assistance to District, area, school managers and personnel in the implementation of policy, programs and services.
- * (14) Engage the public in dialogue to identify needs and perspectives for inclusion in the decision-making process.
- * (15) Review, interpret and communicate new legislation for District compliance.
- * (16) Advise the Superintendent regarding the budget, needs of instruction, training, policy, parent initiatives, legislation and governmental issues.
- * (17) Advise School Board members as needed and appropriate.
- * (18) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- * (19) Provide oversight and direction for cooperative planning with other agencies.
- * (20) Represent the department in selected meetings and assigned committees.
- * (21) Work closely with district and school staff to support school improvement initiatives and processes.
- * (22) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs.
- * (23) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (24) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (25) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (26) Be knowledgeable of and adhere to Board policies.
- * (27) Interact with outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (28) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (29) Monitor district compliance with applicable codes, rules and statutes.
- * (30) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.

CHIEF-- OPERATIONS (Continued)

- * (31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
- * (32) Assist in the preparation and administration of the District and divisional budget.
- * (33) Participate in the development of policies and procedures.
- * (34) Attend meetings and conferences to promote professional growth and benefit the District.
- * (35) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (38) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (36) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (37) Respond to inquiries and concerns in a timely manner.
- * (39) Model and maintain high ethical standards.
- * (39) Plan, implement and evaluate staff development activities of assigned personnel.
- * (40) Adhere to applicable safety standards.
- * (41) Follow attendance, punctuality and proper dress rules.
- * (42) Maintain confidentiality regarding school/workplace matters.
- * (43) Serve on school/district committees as required or appropriate.
- (44) Perform other duties as assigned.

**Essential Performance Responsibilities*

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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 11

Adopted: 7/20/10

Revised: 4/17/18

Revised: 9/12/18 (Superintendent)

Revised: 6/22/21