

**CHIEF OPERATIONS OFFICER****DEFINITION:**

Under the direction of the Superintendent, the Chief Operations Officer is a senior management position in a key executive role with responsibility for all facilities-related and maintenance activities including the planning, development, design and construction of all new school building and existing school facility capital improvements; facility repair, maintenance and custodial operations; environmental health and energy sustainability; and facility usage.

**QUALIFICATIONS:**

Experience: Five or more years of successful experience in senior management positions, including facilities-related managerial responsibilities; experience in a large California public school district preferred; Significant experience in design and construction of K-12 educational facilities

Education: Bachelor's degree from an accredited college or university, preferable in public or business administration, education, or similar fields, Master's degree (MBA, MA, MPA, or equivalent) preferred

Other: A valid California driver's license

**DISTINGUISHING CHARACTERISTICS:**

- Provide overall leadership and vision; demonstrate skills collaborating with teachers, administrators, and other District personnel
- Work with changing priorities, regulations, and deadlines
- Analyze situations accurately and recommend necessary actions
- Perform essential job functions and job task requirements

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Superintendent, incumbent will:

- Plan, organize, and direct the implementation of the District's Facilities Master Plan; collaborate with staff and outside consultants as necessary to develop priorities for plan implementation.
- Coordinate the selection, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, attorneys, bond counselors, bond underwriters, inspectors, and other professional service agencies used in support of the Capital Bond Program.
- Coordinate, implement, and supervise the planning and construction of new school and District facilities and the repair, reconstruction and relocation of existing schools and District facilities.
- Provide recommendations and implement plans for attendance boundary changes, school closures, class size reduction, and facility needs for educational programs including Career Technical Education Programs, Special Education, Student Care and Preschool.
- Coordinate the selection and development of new school sites and the negotiation of developer agreements, including working with developers, builders, and local city and county agencies on the approval of school sites.
- Direct the coordination and administration of joint-use agreements, Memorandums of Understanding (MOUs), and lease agreements between the District and other public agencies, and all facility use requests for the District.
- Coordinate the education design standards and specifications for school facilities.
- Assist in the development of cash flow strategies for the District's Capital Bond Program consistent with the district's Facilities Master Plan; consult with district Financial Advisors and applicable staff to develop a plan for multi-year bond sales to address identified projects.
- Attend and conduct a variety of meetings as assigned; represent the District in collaborative/partnerships/task forces with the city, county, human service agencies, institutions of higher education, business/industry, committees, community groups, and judicial and law enforcement agencies as assigned by the Superintendent.
- Represent the District to the Office of Public School Construction, the State Department of Education, the Division of State Architect, the County Office of Education and other agencies for the purpose of presenting, garnering support for and gaining funding and approval for, and tracking applications for documentation necessary to obtain State approvals and funding.
- Develop and update financial plans and funding sources in support of the short and long range facility master plans.
- Act as chief District representative to the District Citizens Bond Oversight Committee providing necessary reports on facility development, budget and auditing.
- Resolve conflicts among contractors, consultants, neighbors, staff and others as applicable.
- Facilitate decision making about planning and construction activities and maintaining District calendar including the phasing of projects related to school operations.
- Attend all Board Meetings and makes regular periodic reports to the Board of Education on progress of facility planning and construction, and routine and differed maintenance.
- Develop informational communications to public, parents, and staff.
- Represent District in supervision of consultants and contractors, coordinating activities, ensuring adherence to project timelines, and reviewing project invoices and payments.
- Facilitate the environmental impact studies and development of reports for facility projects.

**CHIEF OPERATIONS OFFICER**

- Oversee pre-qualification, bidding and selection process of contractors for District facility projects.
- Ensure proper housing of District students based on enrollment and programs.
- Develop and issue Notices to Proceed, Stop Orders, and Final Acceptance and other directions to contractors.
- Monitor "Requests for Information"; review and process decisions for change orders.
- Develop and facilitates interim District and school operations during construction.
- Plan and facilitate interim housing at sites.
- Apply annual enrollment projectors for staffing, Inter-District Attendance, and Intra-District Open Enrollment.
- Provide leadership and direction in the maintenance, repair, and cleaning of facilities.
- Develop and manage Operations and Maintenance budget using general fund, restricted routine, and restricted deferred maintenance funds.
- Develop, coordinate and manage joint use agreements, MOUs, and lease agreements with other public agencies.
- Supervise and manage maintenance staff as assigned.

**KNOWLEDGE:**

- Planning, organization, control, direction, and administration of the district's Facilities Master Plan
- State and local agency practices, policies, and procedures affecting school facility operations; safety practices and procedures
- Construction management techniques and project delivery methods
- Accepted energy and environmental principles, established practices, and emerging concepts
- Green technology and building construction, mechanical systems, energy, lighting, and sustainability programs.
- Building and grounds automation systems
- Green schoolhouse project and LEED and/or CHPS.
- Applicable laws, codes, regulations, policies, and procedures, including Public Contract Code
- District organization, operations, and objectives
- Principles and practices of modern management, supervision, and training

**ABILITIES AND SKILLS:**

- Develop and update the master plans for district facilities
- Prepare and submit applications, plans, and maps
- Coordinate the review and approval of all funding applications
- Administer the receipt, collection, disbursement and financial reporting of funds received from bond funding sources
- Coordinate the selection and supervision of services provided by outside agencies
- Transform educational facilities by incorporating healthy, environmentally friendly, and energy efficient components
- Maintain current knowledge of program rules, regulations, requirements, and restrictions
- Communicate clearly and effectively, both orally and in writing, to a variety of audiences
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Plan and organize work to meet schedules and timelines.
- Supervise and evaluate the performance of assigned staff

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**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.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.