

Chief Operations Officer; Exempt Summary

Title: Chief Operations Officer; Exempt

ID: 10318

Department: Other

Location: City Hall

Division: Contract (Exempt)

Type: Leadership

Description

**BUFFALO BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
ROOM 720 CITY HALL
BUFFALO, NEW YORK 14204**

RECRUITMENT BULLETIN #RB 25-316a

CHIEF OPERATIONS OFFICER – EXEMPT

Civil Service Residency Requirements will apply for non-certificated applicants

BUFFALO BOARD OF EDUCATION VACANCY

POSITION: Chief Operations Officer – Exempt

SALARY: By contractual agreement

LOCATION: City Hall – Buffalo, NY 14202

APPLICATION: CANDIDATES FOR THIS POSITION SHOULD COMPLETE AN APPLICATION AVAILABLE ONLINE AT www.buffaloschools.org Applications successfully received will generate a confirmation email to the account listed on the application. If you do not receive

a confirmation email, we cannot guarantee that your application was received. You must submit an application until you receive a confirmation email.

OVERVIEW:

Buffalo Public Schools (BPS) has begun a period of change that seeks to transform the district and its schools. A significant level of local, state, and national attention and investment in the Buffalo Public Schools has characterized the last few years providing an incredible opportunity to ensure that all of its students graduate prepared to succeed in college or a well-paying career.

Under the leadership of Superintendent Dr .Pascal Mubenga, the Buffalo Public Schools has entered into a New *Education Bargain* with Students, the Community, and Parents. Currently, the Buffalo Public Schools is seeking highly competent, motivated, dedicated and fully engaged individuals to accept leadership roles throughout the District's 59 schools and multiple Central Offices locations to serve the academic, emotional and physical needs of approximately 34,000 students. The Superintendent is leading a talented and committed executive leadership team with the aim of moving BPS toward world class status and preparing all students for success.

DISTINGUISHING FEATURES OF THE CLASS

The Chief Operation Officer plans, organizes, directs and reviews the financial, business, school safety and facilities services of the District and participates in the planning and implementation of policies and programs related to school renovations and construction at the executive level. The incumbent reports directly to the Superintendent of Schools and provides administrative direction when needed to administrators responsible for business, financial, school construction and facilities.

TYPICAL WORK ACTIVITIES

- Coordinates the administration of financial, business, school safety team and facilities services in conjunction with the objectives of the Superintendent or appropriate designees;
- Negotiates and administers contracts for goods, services and risk management;
- Oversees facilities planning and design, school utilization, real estate management, construction design and inspection, and building, grounds and equipment;

- oversees the administration of environmental health and safety programs;
- Reviews the preparation, administration and control of the annual budget and all special fund budgets;
- investigates and assists in the assessment and implementation of alternative funding and financing mechanisms;
- works with the Accounting/Finance Departments on expenditures, expenditure forecasting, cash flow management and investment of funds;
- Consults with the Corporation Counsel and outside counsel to review and analyze laws, rules and regulations, opinions and decisions that affect the financial and operation activities of the District, including school construction legislation and State Education Department regulations for school rehabilitation and construction;
- participates, along with other administrators, in the formulation of District policies plans and procedures;
- Confers with representatives of private firms, other governmental agencies, legal authorities and the public in regard to District business services;
- evaluates the efficiency and effectiveness of District business services;
- Works with construction manager(s) and school district administrators to coordinate temporary closings of schools for construction work including transferring students, staff, equipment and services;
- works with instructional staff to insure that instructional needs are incorporated into building renovation designs;
- works with financial department staff to insure that all State Education Department requirements are followed to optimize reimbursement rates and timeliness;
- Performs related duties as assigned by the Superintendent of Schools.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Thorough knowledge of federal, state and local laws, codes and regulations related to the District, including school, rehabilitation, construction and financial;
- Thorough knowledge of principles and practices of organization, management, budget preparation and expenditure control;

- Thorough knowledge of the principles and methods of accounting, finance and cash management;
- Good knowledge of computer system capabilities applicable to a wide variety of financial and business services;
- Good knowledge of principles of public relations;
- Ability to plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units including finance, business and facilities operations;
- Ability to analyze complex problems, identify solutions and implement plans to solve problems;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain effective relationships with elected officials, District administrators and public and private agencies, union officials and employees;
- Confidentiality, initiative, resourcefulness;
- Physical condition commensurate with the duties of the position

MINIMUM QUALIFICATIONS

- A. Master's Degree from a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education (any major) and **eight (8) years** of full-time experience as an administrator in an urban school district or private/public industry, responsible for multiple business or financial operations;

OR

- B. Bachelor's Degree from a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education (any major) and **ten (10) years** of full-time experience as an administrator in an urban school district or private/public industry, responsible for multiple business or financial operations;

OR

C. An acceptable New York State Education Department Certification in Educational Administration (School Business Administrator, School District Administrator, School District Leader, School District Business Leader, or Administrator with Superintendent Extension) and ten years of full-time experience as an administrator in an urban school district or private/public industry, responsible for multiple business or financial operations.

- Verifiable part-time experience will be pro-rated to meet full-time experience requirements.

FINAL FILING DATE: Until Filled

SALARY RANGE: \$150,000 - \$165,000

**DR. PASCAL MUBENGA
SUPERINTENDENT OF SCHOOLS**

The Buffalo Public School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation (the term "sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the District's non-discrimination policies should be directed to HRCompliance@buffaloschools.org or to: Tami Hollie McGee, Chief of Human Resources 719 City Hall Buffalo, NY 14202 (716) 816-3579.

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