



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Chief Operations Officer
SCHOOL/DEPARTMENT	Operations
SALARY	Admin VII
FLSA STATUS	Exempt
REPORTS TO	Superintendent
SUPERVISES	4 Directors, 2 Assistant Directors, 2 Specialists, 1 Administrative Assistant
WORK WEEK SCHEDULE	Monday - Friday; Must be able to work evenings and some weekends and be on call 24/7
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Chief Operations Officer is responsible for assisting the Superintendent with leadership and supervision of all matters pertaining to school district operations. This position oversees all construction management, facilities, maintenance, transportation, child nutrition services, student assignment, and other operational divisions of the school district as assigned. The Chief Operations Officer is a member of the Superintendent's Cabinet. Performs responsible Operational Services to carry out Board of Education policies and procedures related to a wide variety of programs and activities. Work also involves assisting with the development and/or coordination of programs and policies pertaining to Operation Services.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to develop and/or coordinate programs and policies within the Operations Department
- Skilled in construction project management, organization, and the ability to prioritize various projects running simultaneously
- Leadership with decision making related to long and short term capital improvement projects, assisting others internally and externally regarding decisions related to capital improvement projects, and setting goals and deadlines for project commencement up through completion
- Must be able to interpret and implement applicable federal, state and local ordinances, policies and procedures related to construction management, project deployment, building and maintenance services, child nutrition, warehousing, purchasing and transportation
- Must be able to exercise initiative and independent judgment to ensure proper administration and oversight of Operations Services concerns
- Must be able to communicate effectively with staff, elected officials, students, parents, and the community from a broad range of backgrounds
- Well versed in computers and software that facilitate the role of the Chief Operations Officer, e.g. computer assisted drawings (cad), project management software, engineering schematics, word processing and spreadsheet preparation, and cash flow management tools
- Comprehensive knowledge of fiscal controls, funding sources, bidding processes, and ethical guidelines as outlined by professional organizations, federal, state and local laws, rules and regulations as applied to public schools
- Ability to supervise, guide and evaluate employees utilizing school system evaluation tools

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree in Mechanical Engineering, Civil Engineering, Architecture and Building Construction, Business Administration, School Administration or related area
- Five years of experience in directly related budgeting and fiscal administration
- Management experience working with school or commercial capital programs
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Knowledge and strong understanding of finance and budget, construction, facilities and grounds maintenance, child nutrition program and school transportation
- At least three years of prior public school and/or central level administrative experience in a related area
- Possess or be eligible for CDL certification as specified by the North Carolina Division of Motor Vehicles
- Possess any other certification as required in order to perform the necessary job related tasks

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee, manage, and direct Operations to include transportation, maintenance/custodial, building and grounds, child nutrition, building security/safety, student assignment, and planning/site development/ construction
2. Act as liaison with the Board of Education, other divisions of the school system, and other agencies and organizations on matters related to facilities, construction management transportation and maintenance
3. Attend Board of Education meetings and prepare reports for the Board as requested by the Superintendent
4. Prepare drafts of needed board policies and administrative rules for the Superintendent's review and action
5. Administer provisions of State Board of Education and Orange County Schools policies as they apply to Operations
6. Develop an annual budget for the Operations Services Department
7. Communicate to the Superintendent the requirements and needs of the school district as they relate to district operations
8. Coordinate the school system's energy management and recycling programs
9. Direct the summative and formative evaluation of the division's personnel in accordance with policy and procedure
10. Ensure that the Child Nutrition Department is in compliance with all federal (USDA) and state laws pertaining to nutrition, free and reduced lunch programs, State Administrative Expense funding and allocations, and other areas governed by federal and state mandates
11. Provide oversight regarding the Transportation needs of students in the county pursuant to applicable state statutes and regulations along with familiarity with The Umstead Act, Transporting At-Risk Students, and other state required provisions
12. Coordinate the planning of new construction and renovations projects
13. Serve as the school system's liaison between architects, engineers and state and local regulatory agencies and facility users
14. Maintain an ongoing ten-year plan for use and construction/renovation of the school system's facilities that includes reviewing plans and specifications for new and renovated facilities to verify educational adequacy and directing the bidding process for all new construction to include, but not be limited to, preparing specifications and assembling bid documents as required on all projects that are routed through the RFP (public bid process)
15. Directs the construction process for the school system
16. Develop requests for proposals for obtaining professional services for various construction projects
17. Supervise a quality control program for materials used in new construction
18. Review and approve for payment, bills submitted by building contractors, testing laboratories, consulting engineers and surveying firms
19. Receive and maintain insurance policies secured by contractors and verify appropriate coverage for public liability, property damage, fire, and workmen's compensation
20. Monitor progress of each contractor and inspect all work for proper workmanship consistent with contract documents to include investigating reports of faulty workmanship or materials in new construction and taking appropriate actions under the terms of the contract/guarantee
21. Check and evaluate drawings and specifications submitted by architects, engineers and contractors making the necessary corrections consistent with standards established by the Board of Education
22. Prepare status reports regarding various projects and make public presentations to the Board of

- Commissioners as required
23. Familiarize workers and contractors with schedule requirements, shop drawings, correspondence, quality control tests, job safety, site security and payment procedures
 24. Determine the training related to Operations activities to include its development and implementation to meet established needs as well as coordinating the implementation of both C
 25. Conduct special projects as needed
 26. Coordinate and oversee transfers/ school assignments and district student assignment processes
 27. Coordinate emergency responses and recommends inclement weather cancellations or delays to the Superintendent
 28. Perform other duties as assigned by the Superintendent

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*