

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Chief Operations Officer	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Operational Services	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	January 7, 2015	<b>SALARY:</b>	Competitive and Negotiable

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**BASIC FUNCTION:**

Provide leadership in the continuous development, evaluation and revision of the operational services to comply with legal requirements and the stated goals of the Board. Accountable for improving student achievement for all students through the effective use and management of operational resources. Plan, organize, control and direct the District's operational services including Maintenance, Facility Planning and Management, Purchasing, Transportation and Food Services.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Plan, organize, control and direct a variety of programs, projects and activities related to operations services including maintenance, facility planning and management, purchasing, transportation and food services. *E*

Advise District leadership on areas of policy development or synthesis related to operational services and/or systems; assist in formulating Board policies; provide technical expertise regarding assigned functions. *E*

Direct the preparation of a District Facilities Master Plan; implement short- and long-term projects to reach stated goals of the Plan. *E*

Facilitate effective use and oversight of Measure K funded activities, projects and programs. *E*

Develop and implement long and short-term plans and activities including recommended prioritization of resources. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; assure accuracy of Federal and State reporting regarding operational services. *E*

Attend or chair a variety of meetings; represent the District in collaborative/partnerships/task forces with the City, County, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent or Chief Financial Officer. *E*

Communicate and collaborate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information and to assure effective services. *E*

Supervise and evaluate the performance of assigned Directors; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. *E*

Develop and prepare annual budget for Operational Services Departments; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. *E*

Serve as a member of the Superintendent's Cabinet. *E*

Monitor and review existing and proposed laws and regulations affecting operational services.

Perform related duties as assigned by Superintendent or designee. *E*

Visit school sites and classrooms on a regular basis.

Value risk taking and innovation. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: advanced degree in business administration, engineering, or related field and seven years increasingly responsible management experience in one or more of the areas managed.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of operational services including maintenance, facility planning and management, purchasing, transportation and food services.  
Budget preparation and control.  
Oral and written communication skills.  
Principles and practices of management.  
Applicable laws, codes, regulations, policies and procedures.  
Technical aspects of field of specialty.  
Public contract code.  
Construction management techniques.  
Interpersonal skills using tact, patience and courtesy.  
Operation of computer and assigned software.

**ABILITY TO:**

Plan, organize and direct a variety of services comprising Operational Services.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Maintain current knowledge of technological advances in the field.  
Maintain current knowledge of program rules, regulations, requirements and restrictions.  
Operate a computer and assigned office equipment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Seeing and hearing to conduct work; speaking to exchange information; walking to inspect construction sites.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*