Chief Operations Officer

Purpose Statement
The job of Chief Operations Officer is done for the purpose/s of managing the overall delivery of business services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the leadership team.

This job reports to the Superintendent of Schools

Essential Functions
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.

- Develops internal controls, work processes, programs for managing the financial operations of the organization for the purpose of ensuring accurate and timely accounting in accordance with regulatory requirements and established guidelines.

- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.

- Manages assigned programs and/or department activities (e.g. long-range financial planning, preparation of annual budget, legal and contractual agreements, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.

- Manages business services and related departments (e.g. accounting functions, district technology services, real estate and insurance programs, safety services, health and wellness programs, district television station and cable operations, etc.) for the purpose of achieving organizational objectives while complying with established requirements.

- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. financial processes, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

- Presents information on a wide variety of topics (e.g. community forums, BOE, district conferences, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.

- Recommends solutions to a wide variety of complex issues for the purpose of addressing the business and financial needs of the district.

- Researches a wide variety of financial and business resource topics (e.g. policies, public accounting practices, guidelines and regulations, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.
• Responds to a wide variety of inquiries from internal and external sources (e.g. BOE, superintendent,
administration, staff, students, parents, community leaders, etc.) for the purpose of identifying relevant
issues and recommending or implementing action plans.

• Supports the Superintendent, Board, and department administrators for the purpose of developing and
implementing services and programs and achieving operational goals.

Other Functions
• Performs other related duties as assigned for the purpose of ensuring the efficient and effective
functioning of the work unit.

Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities
SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet
changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the
job include: developing and administering budgets; operating standard office equipment including utilizing pertinent
software applications; planning and managing multiple projects; preparing and maintaining accurate records; and
training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents,
and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific
knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes,
policies, regulations and/or laws; budget management and public sector accounting; current trends and practices
of school accounting systems; education code; federal and state grants management; and school district audit
procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate,
and/or classify data; and consider a number of factors when using equipment. Flexibility is required to
independently work with others in a wide variety of circumstances; analyze data utilizing defined but different
processes; and operate equipment using standardized methods. Ability is also required to work with a significant
diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related
equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving
with data requires analysis based on organizational objectives; and problem solving with equipment is moderate.
Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to
changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive
working relationships; facilitating communication between persons with divergent positions; implementing change;
maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting
priorities.

Responsibility
Responsibilities include: working independently under broad organizational policies to achieve organizational
objectives; managing major organizational components; determining the use of funds. Utilization of significant
resources from other work units is routinely required to perform the job's functions. There is a continual opportunity
to significantly impact the organization's services.

Work Environment
The usual and customary methods of performing the job's functions require the following physical demands: some
lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting,
20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is
required.

Education: Bachelors degree in job-related area.

Equivalency: .

Required Testing

Certificates and Licenses
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.