



T U L S A

PUBLIC SCHOOLS

**Job Title:** Chief Support Services Officer

**Department:** Information and Operations  
**Reports To:** Chief Information and Operations Officer  
**Grade:** BG-13  
**Number of Days:** 12 Months  
**Security Access:** ESC  
**Current Date:** June 11, 2014  
**Overtime Status:** Exempt

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**Job Objectives:** Member of Chief Information and Operations Officer's Executive Staff; Administration and Supervision provided in the following areas: Child Nutrition, Maintenance, Plant Operations, Transportation, Facilities Specialist, and clerical staff; maintains and monitors managed services programs, develops annual Operations budget; monitors and maintains insurance policies, contracts and agreements; coordinates and supports activities regarding school elections and millage and Bond elections; responds to and performs other tasks as assigned by the Chief Information and Operations Officer.

**Minimum Qualifications:**

- Bachelor's Degree required, Master's Degree preferred

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Serves as a member of the Chief Information and Operations Officer's Executive Staff.
- Serves on State and national committees related to school business and facility and student service administration.
- Maintains liaison with other divisions.
- Maintains and monitors managed services contracts and agreements.
- Assists with coordination, support, and planning of Bond issues.
- Supervises and supports the District's efforts in strategic planning.
- Promotes policies and practices that enhance the General Services Division and/or District.
- Develops plans for the continuing education and development of employees at all levels within the General Services Division.
- Develops an annual budget for the needs of the General Services Division.
- Monitors the fund balances on all accounts assigned to the General Services Division.
- Monitors and maintains the District's insurance policies, contracts and agreements.
- Coordinates the activities for conducting school elections with the Tulsa County Election Board.
- Ensures millage elections and Bond elections are conducted as required.
- Supervises the District operations in Child Nutrition, Facilities, and Transportation.

- Represents the District in various community committees and groups that are essentially concerned with business matters.
- Participates in appropriate professional organizations.
- Maintains continuous contact with peers and school administrators in surrounding schools and across the State as well as with appropriate State Department of Education personnel, professional association officers, legislators, and their key staff members, to promote programs that are beneficial to the District.
- Performs other tasks as assigned by the Chief Information and Operations Officer.
- Responds to specific annual job objectives as identified by the Chief Information and Operations Officer.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Five years of managerial experience or Oklahoma certification in school or business administration.

**Supervisory Responsibility:**

- Director of Child Nutrition Services.
- Director of Facilities.
- Director of Transportation.
- Facilities Specialist and Clerical Staff

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.