



# TULSA PUBLIC SCHOOLS

Equal Opportunity Employer

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## Job Description

### Job Title: Chief Operations Officer

**Reports to:** Superintendent of Schools  
**Department:** Operations  
**Number of Days:** 12 Months  
**Compensation:** BL 13  
**Overtime Status:** Exempt  
**Date Job Revised:** January 14, 2008

**Position Summary:** Member of Superintendent's Staff and Cabinet; Administration and Supervision provided in seven major areas: Child Nutrition, Maintenance, Plant Operations, Transportation, Printing and Mail Services, Energy Management and Electronic Security, Facilities Specialist and clerical staff; develops annual Operations budget; monitors and maintains insurance policies, contracts and agreements; coordinates activities regarding school elections and millage and bond elections; responds to and performs other tasks as assigned by the Superintendent of Schools.

#### **Qualifications/Job Requirements:**

##### **Education:**

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

##### **Specialized Knowledge, Licenses, etc:**

##### **Experience:**

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

#### **Customer Contacts (Internal and External):**

- Administrators, principals, support employees; vendors and contractors.

#### **Duties and Responsibilities:**

- Serves as a member of the Superintendent's Cabinet.
- Serves on state and national committees related to school business and facility and student service administration.
- Maintains liaison with other Divisions.
- Supervises and evaluates the following staff-level positions:
  - (a) Director of Child Nutrition Services
  - (b) Director of Maintenance
  - (c) Director of Transportation
  - (d) Supervisor of Printing and Mail Services
  - (e) Supervisor of Energy Management and Electronic Security
  - (f) Facilities Specialist and Clerical Staff
- Assists with coordination and planning for bond issues.
- Supervises the District's efforts in strategic planning.
- Promotes policies and practices that enhance the General Services Departments 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.
- Serves on state and national committees related to school business, facility and student services administration.

- Supervises the District operations in Maintenance, Plant Operations, Child Nutrition, Transportation and Energy Management.
- 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 other superintendents and school administrators, 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 Superintendent of Schools.
- Responds to specific annual job objectives as identified by the Superintendent of Schools.