

SENIOR DIRECTOR, OFFICE OF DEPUTY SUPERINTENDENT,
BUSINESS SERVICES AND OPERATIONS

DEFINITION

Directs, plans, and manages activities of the Office of the Deputy Superintendent, Business Services and Operations, and provides advisement at the executive level.

TYPICAL DUTIES

Directs and oversees the performance management, project management, and strategy execution processes of the Office.

Directs and supports the business and operational divisions in the development and implementation of action plans aligned with the District's Strategic Plan.

Provides advice and guidance to the business and operational divisions regarding achieving target metrics and goals.

Oversees the development and update of the Business Services and Operations dashboard to track and monitor key performance indicators.

Provides or coordinates training for senior staff and/or their team, as needed, to support performance management and strategy execution.

Facilitates communication and serves as a liaison between the Deputy Superintendent, Business Services and Operations and the Board of Education, central office/region/division administrators, schools, stakeholders, and departments.

Serves as the Deputy Superintendent's representative on professional, governmental, and community committees, task forces, and commissions and in problem-solving conferences with parents, community representatives, and District staff.

Advises the Deputy Superintendent on a wide range of District issues, including opportunities to improve operations and development of policies and procedures.

Provides oversight and general management of the Office including all aspects of communications and preparation of reports and correspondences.

Conducts meetings and makes presentations on behalf of the Deputy Superintendent regarding various matters.

Performs related duties as assigned.

SUPERVISION

Administrative direction is received from the Deputy Superintendent, Business Services and Operations. Administrative direction may be provided to the Deputy Superintendent's direct reports. General direction is exercised over staff assigned to the Enterprise Project Management Office and assigned support staff.

CLASS QUALIFICATIONS

Knowledge of:

Educational theory and practice for K-12 programs
Pertinent provisions of the Education Code, Board of Education rules, and Personnel Commission rules that determine District policies and practices
Collaborative problem-solving methods
Research techniques, including statistical analysis and graphic presentations
Policies and procedures related to District and Board communications.
District policies and procedures, goals and objectives, organizational structure and functions, and negotiated contracts
Principles and practices of public administration, including specific management principles and methods as they relate to organization and office management, personnel administration, public relations, and budgetary and fiscal practices
District oral and written communications standards
Office practices and procedures, word processing, and spreadsheet software applications
Effective administrative and managerial practices and ability to implement them
Principles of supervision and office management
Budget preparation and maintenance
Microsoft Windows operating system or Macintosh/Apple operating system

Ability to:

Represent executive staff regarding complex and sensitive issues in meetings with senior management, representatives from other agencies, consultants, and members of the community
Contribute to strategic planning and establish objectives
Present information regarding District programs in a proactive, accurate, and media-sensitive manner
Revise and formulate organizational policies and methods
Establish and maintain effective working relationships with other employees, officials of the District and other agencies, and the public
Communicate effectively, both orally and in writing
Exercise independent judgment and initiative
Analyze situations accurately and determine an effective course of action
Provide direction and assistance to staff and team members
Compose and edit correspondence, reports, bulletins, and memorandums
Oversee multiple projects and issues while working effectively under pressure
Meet deadlines
Operate and use computers and other office equipment
Analyze written materials and oral communications
Direct and supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in public or business administration or a closely related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of management or professional-level experience that involved responsibility for such activities as advising senior management executives on a variety of issues that have organization-wide impact, administrative oversight, administrative analysis, and report writing for an executive. Management-level experience working with administrators and community groups to solve District-wide educational and/or organizational problems is highly preferable.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New class
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KG/RGK