

JOB DESCRIPTION
Cumberland County School District

Chief Operations Officer

Objective

The purpose of establishing the Chief Operations Officer position is to establish an oversight mechanism responsible for the District's Operational Departments (Inventory, Maintenance, Technology, Transportation, School Nutrition, Emergency Management, Human Resources, Finance, and others as assigned). The Chief Operations Officer will manage the daily activities of each department, establish procedures, evaluate performance, implement changes when necessary, and ensure adherence to all federal and state regulations.

This Chief Operations Officer reports to the Director of Schools.

Essential Functions

- Responsible for the administration of all operational department budgets.
- Communicate, when necessary, with vendors regarding purchasing and procurement issues, ensure all district procurement policies and procedures are being followed.
- Approve and assist in the preparation of departmental bids for equipment, supplies, and services.
- Oversee the operations of the school bus fleet and the overall delivery of student transportation services.
- Consults with school principals and other administrators to establish preventive maintenance and capital improvement programs.
- Exercise oversight in the development, implementation and evaluation of training programs for operational personnel.
- Oversee construction projects to ensure that all plans, specifications and timelines are being observed and followed by vendors and contractors.
- Monitor district utility billings, investigate overages and participate – when feasible – in energy conservation programs.
- Evaluate and recommend new equipment purchases (vehicles, mowers, buses, etc.)
- Investigate and resolve routine complaints with department personnel from parents or other school personnel.
- Assist in the recruitment and hiring of departmental personnel.
- Conduct annual performance evaluations of all departmental supervisors.
- Provide leadership to staff to ensure understanding and operational support of the district's educational objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient operation of all departments in support of the operation of the school district.
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Job Requirements: Minimum Qualifications
Skills, Knowledge and Abilities

SKILLS required to perform multiple, technical tasks successfully in a minimal amount of time; when required, utilize the fundamentals of discretion and confidentiality.

KNOWLEDGE of health and safety regulations pertaining to Occupational Safety and Health Administration (OSHA), Tennessee OSHA, and the Tennessee State and Cumberland County Fire Marshals.

KNOWLEDGE and complete understanding of all student transportation to include all the rules, regulations, and policies governing student transport and all other departments.

ABILITY to work under stressful conditions and time constraints.

ABILITY to interact in a positive and professional manner with the public as well as school personnel.

ABILITY to represent the district as needed with other governmental bodies.

ABILITY to critically analyze situations and data accurately as a means to adopt the appropriate course of action.

Responsibility

Responsibilities include working under limited supervision using acceptable practices and/or methods; leading, guiding, and/or coordinating with others; and operating within a defined budget.

Working Environment

The position will require sitting, walking, and standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience - Job related experience is required.

Education – Bachelor’s Degree in Business, Management, or Logistics preferred and/or ten years of senior level supervisory experience in operations.

Equivalency - None Specified.

Requirement – This is a non-certified or certified position (i.e. This individual is not required to have a teaching certificate to qualify for the position).

Certificates / License- Valid Tennessee Driver’s License, must be insurable in Tennessee.

Fair Labor Standards Act (FLSA) Status - Exempt.
Approval Date -