

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Chief Operations Officer	<b>CLASSIFICATION:</b>	Non-Represented Management – Superintendent's Cabinet, Classified
<b>SERIES:</b>	Chief Officer	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	0401	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Support Services	<b>SALARY:</b>	Range 29 Salary Schedule A
<b>REPORTS TO:</b>	Deputy Superintendent	<b>BOARD APPROVAL:</b>	10-05-98
		<b>BOARD REVISION:</b>	04-03-00 06-23-09
		<b>HR REVISION:</b>	04-07-11 11-16-11 01-01-13
		<b>CABINET REVISION:</b>	02-11-15

**BASIC FUNCTION:**

Plan, organize, control, direct, administer, and provide leadership to the district’s Capital Bond Program and Green Initiatives; provide leadership in the continuous development, evaluation, and revision of bond program services to comply with legal requirements and the stated goals of the Board of Education; supervise and evaluate the performance of assigned staff; accountable for improving student achievement for all students through the effective use and management of operational resources.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Bond Oversight

Plan, organize, and direct the implementation of the district’s Facilities Master Plan; collaborate with staff and outside consultants as necessary to develop priorities for plan implementation. **E**

Serve as the administrator of the capital improvement bond program and any subsequent capital bond programs; oversee and coordinate all work efforts on bond related capital improvement projects. **E**

Develop and encourage participation in the district’s Bond Oversight Committee (BOC); serve as staff to the BOC. **E**

Coordinate the selection, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, attorneys, bond counselors, bond underwriters, inspectors, and other professional service agencies used in support of the Capital Bond Program. **E**

Investigate and evaluate Capital Bond Program procurement delivery systems and advise appropriate staff and Board of Education of the most appropriate system for each major program. **E**

Assist in the development of cash flow strategies for the district’s Capital Bond Program consistent with the district’s Facilities Master Plan; consult with district Financial Advisors and applicable staff to develop a plan for multi-year bond sales to address identified projects. **E**

Green/Sustainable

Provide strategic direction and implement practices to transform educational facilities by incorporating healthy, environmentally friendly, and energy efficient components; promote opportunities and support to all aspects of sustainable development and environmental improvements. **E**

Address the unique nature of the design and construction of K-12 schools, support green building design standards, promote a “green” learning environment, improve the energy management systems, and identify opportunities for ecological sustainability and environmental improvements. **E**

Identify funding options and resources for sustainable construction and modernization, renewable energy projects, and energy and water conservation projects; identify opportunities to conserve energy, resources, and money to be used to support classroom instruction. **E**

Establish and maintain relations/membership with local, state, and federal agencies and associations to remain current on programs and issues that affect assigned duties; stay abreast of new trends and innovations in the fields of facilities, construction, and maintenance, including but not limited to sustainability programs, such as Leadership in Energy and Environmental Design and/or Collaborative for High Performing Schools (LEED, CHPS), and the various project delivery methods; present reports and initial findings to assigned supervisor and others. **E**

### Monitor/Compliance

Responsible for maintaining the district’s Sustainable Facilities Master Plan; ensure that it is relevant, up-to-date, and serving as the blueprint to sustain and improve the physical learning environment. **E**

Plan, organize, control, direct, and administer a variety of programs, projects, and activities in cooperation with maintenance, operations, and facility planning. **E**

Develop and update financial plans and funding sources in support of the short and long range facility master plans. **E**

Coordinate the review and approval of all funding applications with the funding agency and interested or affected organizations. **E**

Administer the receipt, collection, disbursement, accounting and financial reporting of all funds received from agencies, fees, sale of bonds and local funding sources in support of the facility program. **E**

Monitor and review new, existing, and proposed laws, regulations, and legislation affecting all areas of responsibility to determine impact to the district; assure district compliance with changing laws, rules, regulations, and procedures related to school facility operations; and make recommendations for proactive district action to alter existing law or introduce new legislation to benefit the district. **E**

Resolve issues and conflicts and exchange information, and to assure effective services, efficiency of operation, and adherence to timelines; model district standards of ethics and professionalism. **E**

### Management/Oversight

Serve as the principal advisor to the Superintendent, or designee, regarding key issues and concerns emanating from matters related to the Capital Bond Program. **E**

Serve as member of management committees on special studies. **E**

Oversee management and direct as necessary of all staff members assigned to project teams including employees, consultants, contractors, and other representative retained by the District for the Bond Program in attainment of goals and objectives. **E**

Assist with the development and preparation of the annual budget for the Capital Bond Program; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; assure compliance with state, federal, and local agencies. **E**

Direct and coordinate activities of project team for which responsibility is delegated to further attainment of goals and objectives. **E**

Review analyses of activities, costs, operations, schedules, and forecast data determine Team progress toward stated goals and objectives. **E**

Facilitate and “green” effective use and oversight of bond measure-funded activities, projects, and program; visit school sites and classrooms on a regular basis. **E**

Leadership

Provide leadership and expertise to district administrators and staff to facilitate development and administration of the Capital Bond Program, which further the district's Strategic Plan for student achievement. **E**

Provide leadership for implementation and monitoring of assigned staff; develop and implement ongoing audits of the effectiveness of assigned programs and services, and modify programs and services accordingly. **E**

Attend and conduct a variety of meetings as assigned; represent the district in collaborative/partnerships/task forces with the city, county, human service agencies, institutions of higher education, business/industry, committees, community groups, and judicial and law enforcement agencies as assigned by the Superintendent. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training and professional development of assigned staff. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; assure accuracy of federal and State reporting regarding Capital Bond Program; operate a computer. **E**

Represent the district to the Office of Public School Construction, the State Department of Education, the Division of State Architect, the County Office of Education and with other agencies for the purpose of presenting, garnering support for and gaining funding and approval for, and tracking applications for documentation necessary to obtain State approvals and funding. **E**

Communicate and collaborate with the public, other administrators, district personnel, employee organizations, City of Sacramento, County of Sacramento, California State University Sacramento, Los Rios Community College District, outside organizations, regulatory agencies, other public entities, architects, engineers, inspectors, contractors, and vendors to coordinate activities and programs. **E**

Perform related duties as assigned. **E**

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in construction management, business or public administration, engineering, architecture, building technology, or related field, and five years increasingly responsible experience in an administrative or executive position in one or more of the areas managed. Management experience with a school district of average daily attendance of no less than 30,000 students or equivalent or private experience preferred. Advanced degrees, education and experience in energy management, ecological sustainability, educational facilities planning, or construction management are preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Planning, organization, control, direction, and administration of Capital Asset Management Services.

Public contract code.

State and local agency practices, policies, and procedures affecting school business operations.

Construction management techniques and project delivery methods.

Accepted energy and environmental principles, established practices, and emerging concepts.

Green technology and building construction, mechanical systems, energy, lighting, and sustainability programs.

Sustainability and the ecological impacts of building design and construction.

Building and grounds automation systems.

Green schoolhouse project and LEED and/or CHPS.

Report writing and presentation.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Safety practices and procedures.

Interpersonal skills using tact, patience, and courtesy.  
Effective oral and written communication skills.  
Principles and practices of modern management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Plan, organize, control, direct, and administer a variety of services comprising Capital Asset Management Services.  
Provide the district with the logistical support necessary to achieve its academic mission.  
Develop and update the master plans for district facilities.  
Develop and update financial plans and funding sources in support of the facility master plans.  
Prepare and submit applications and plans.  
Coordinate the review and approval of all funding applications.  
Administer the receipt, collection, disbursement, accounting and financial reporting of funds received from bond funding sources.  
Assist with coordinating the preparation of plans for district facilities.  
Coordinate the selection and supervision of services provided by outside agencies.  
Work with collective bargaining organizations.  
Maintain current knowledge of technological advances in the field.  
Transform educational facilities by incorporating healthy, environmentally friendly, and energy efficient components.  
Promote energy efficiency and sustainability.  
Plan for, organize, manage, support, and develop a diverse and talented team of employees dedicated to providing healthy facilities and grounds for children and staff that efficiently utilize and save energy, resources, and money.  
Maintain current knowledge of program rules, regulations, requirements, and restrictions.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Communicate clearly and effectively, both orally and in writing, to a variety of audiences.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.  
Analyze situations accurately, and adopt an effective course of action.  
Plan and organize work to meet schedules and timelines.  
Supervise and evaluate the performance of assigned staff.  
Assure compliance with safety practices and various code requirements.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office and site environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, monitor a variety of activities, and view a computer monitor; sit or stand for extended periods of time; walk to inspect construction sites; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied or abusive individuals; construction site hazards.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer

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Date

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José L. Banda, Superintendent

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Date