



NEW: Submitted:  
07/01/2023 03/28/2023

JOB TITLE:	EXECUTIVE ADMINISTRATOR OPERATIONS SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	0
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides leadership and administrative oversight to the Department Heads of the Operational Services Divisions in direct support of the Chief Operations Officer. Assists in the planning, development, implementation, assessment, and improvement of operational systems and processes. Assists in promoting overall operational efficiency of the district and optimizing service and support of educational opportunities for K-12 school students. Assists in the implementation of District policies and programs related to Facilities (Planning, Maintenance, and Health& Safety), Transportation Services, Nutrition Services, Supply Services, Police and Security Services, and Geographic Information Systems. Promotes leadership development and facilitates professional learning and growth of Operational leadership team based on relevant metrics and customer feedback. Serves as collaborative liaison between the Operations Services Division and Departments within other JCPS Divisions.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the Chief Operations Officer with managing the overall operational activities of the District including Facilities Planning, Facilities Maintenance, and Facilities Environmental Health & Safety, Real Properties Management, and Programmatic Space Allocations, Student Transportation Services and Fleet Management, School & Community Nutrition Services, Supply Services, Police and Security Services, and Geographic Information Systems and Logistics Optimization Services

Assists with integration of the operational activities with the programs of other District organizational units to provide the most efficient and effective education possible for students

Advises strategic planning and executive leadership in the verification and validation of programs and practices within the division

Supports the establishment, monitoring, and maintenance of procedures that enable the division to operate in a manner that is fiscally sound while maximizing the use of human resources and supporting the District mission; develops the operating budget for the organizational unit and assures that all functions operate within the appropriated allotment

Prepares reports and recommendations for the Chief Operations Officer for all aspects of the operational services

Attends all meetings as assigned, serving as an ambassador of the Operations Services Division and/or representative of the Chief Operations Officer when needed to provide operational support, feedback, or guidance

Provides leadership and expertise in forming, guiding, advising, and evaluating all Operational positions as assigned

Facilitates the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of operational services

Supports the establishment and maintenance of effective conditions for successfully implementing the approved operational activities and ensures that materials and services necessary for the accomplishment of District operational goals

Maintains current knowledge of school operations and district programs, Kentucky Statutes, Kentucky Board of Education regulations, and JCPS Board policies and procedures to assist in ensuring that the division is operationally organized in a manner which promotes student learning and accomplishes the goals of the District

Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by the Superintendent and Chief Operations Officer
<b>PHYSICAL DEMANDS</b>
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.
<b>MINIMUM QUALIFICATIONS</b>
Bachelor's Degree with equivalent years of experience in operational leadership
Five (5) years successful administrative and management experience
Ability to absorb, analyze, organize and communicate information and ideas
Understanding of systems management
Demonstrated leadership ability within diverse groups
Effective communication skills
<b>DESIRABLE QUALIFICATIONS</b>
Master's Degree
Experience in urban/suburban school district with student population representing cultural plurality
Advanced preparation or doctorate
Experience in diverse workplace