

EXECUTIVE OPERATIONS OFFICER (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this title manages all non-instructional functions, services, and staff and has responsibility for maintaining operational excellence and fiscal prudence aligned with BOCES mission, vision, and core values. Responsibilities also include creating, refining, and implementing operational policies and procedures, to create the highest level of efficiency possible. The work is performed under the administrative direction of the District Superintendent with wide leeway allowed for the exercise of independent judgement and planning details of the work. Supervision is exercised over the Director of Facilities, Regional Information Center Director, Central Business Office Director, Director of Nutrition Services, Manager of Communications & Public Relations, and the Manager of Business Operations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and implements school-wide non-instructional systems and procedures that ensure operational excellence within BOCES;
Responsibility for overseeing the systems that include but are not limited to transportation, safety, national school lunch program, procurements, compliance tracking, and budget management;
Provides inspired leadership for BOCES;
Makes important policy, planning, and strategy decisions;
Develops, implements and reviews operational policies and procedures;
Oversees budgeting, reporting, planning and auditing;
Works with the Board of Directors to determine values and mission, and plan for long and short-term goals;
Responsibility for school public relations and communications plan;
Promotes the school districts through positive relations with community, businesses, parents, and students;
Analyzes situations accurately and adopts an effective course of action;
Prepares and delivers oral presentations on a variety of subjects;
Prioritizes and schedules work in the functional areas assigned;
Aligns non-instructional service plans;
Reduces duplication and/or overlap within non-instructional services;
Responsibility for developing and managing budgets across business units;
Represents the BOCES District Superintendent when he/she is not available.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of business administration procedures;
Thorough knowledge of the practices, policies, and procedures involved in the functional areas assigned;
Thorough knowledge of the principles and practices of administration, supervision, and training;
Good knowledge of the laws, rules, and regulations related to assigned activities;
Good knowledge of research methods and report writing techniques;
Good knowledge of budget preparation and control;
Good knowledge of general finance and budgeting, including profit and loss, balance sheet, and cash-flow management;

EXECUTIVE OPERATIONS OFFICER (BOCES) -cont'd

Working knowledge of health and safety regulations;
Working knowledge of modern office practices, procedures, and equipment;
High tolerance for ambiguity, changing work priorities and deadlines;
Willingness to take on responsibilities and to prioritize work on multiple projects;
Ability to communicate and interact effectively with multiple constituencies including parents, staff, and students
Ability to communicate effectively both orally and in writing;
Ability to meet schedules and timelines;
Ability to interpret financial reports;
Strong customer service orientation and a team player attitude;
Ability to use a computer and a variety of software programs;
Ability to create, maintain and present a variety of reports;
Mission focused;
Strong organizational skills;
Creativity; Patience;
Initiative; Tenacity.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or higher in business administration, public administration, operations management, or closely related field and 4 years of supervisory experience in business administration which included budget management, personnel management, organizational change management, or strategic planning; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or higher in business administration, public administration, operations management, or closely related field and 6 years of supervisory experience in business administration which included budget management, personnel management, organizational change management, or strategic planning; OR
- C) Graduation from high school or possession of a general equivalency diploma and six years of supervisory experience in business administration which included budget management, personnel management, organizational change management, or strategic planning.