

CHIEF OPERATING OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The position exercises functional and direct supervision over department staff, projects and internal functions. Work is performed under the general direction of the BOCES Superintendent or designee with wide leeway allowed for the exercise of independent judgment in carrying out policies and objectives. Does related work as required.

TYPICAL WORK ACTIVITIES:

Advises Superintendent and Board of the financial elements of major policy and programmatic issues.

Provides organizational leadership and direct leadership for all support services and functions of BOCES.

Provides organizational leadership consistent with the mission, values, quality principles and strategic directions of BOCES;

Provides leadership for the design, development and implementation of new support services to meet internal and external customer needs;

Coordinates organizational strategic planning activities;

Develops, implements and coordinates a BOCES-wide system for planning and performance measurement;

Prepares comprehensive documents for the Board and key clients, outlining the BOCES plans;

Maintains the Management Data Book and documents summarizing organizational performance data;

Oversees the Long Range Facilities Plan, and assure compliance with SED regulations with reference to facilities;

Provides organizational leadership in hiring, supervising, evaluating and developing the managers and staff who report to the Chief Operating Officer;

Supervises and supports the Business Office Manager;

Supervises and supports the Director of Operations;

Supervises and supports the Controller for the Central Business Office;

Recommends employment for all staff reporting directly to the Chief Operating Officer;

Provides organizational leadership and supervision for the BOCES financial management function;

Coordinates development of the administrative and capital budgets;

Coordinates the development of the BOCES budget and provides general oversight of the systems to operate within budgeting limits;

Approves budgets, major purchases and cost of services for all divisions that report to the Chief Operating Officer;

Coordinates development of the BOCES Budget Guide and the Administrators' Handbook;

Monitors the purchasing and financial management procedures and systems to insure that BOCES' policies are followed;

Provides leadership and support for BOCES marketing and for maintaining effective working relationships with component superintendents and assistant superintendents/school business officials, appropriate BOCES superintendents and assistant superintendents, key SED representatives, and other key clients;

Provides leadership and support for BOCES-wide marketing activities including publications, events, web page, speakers bureau, media relations, etc;

Attends meetings of various customer groups on a periodic basis to maintain open lines of communication and to discuss plans, needs and concerns;

Meets with superintendents and administrative staff in component schools to review BOCES services, procedures, activities and State-wide issues and initiatives;

Interacts with SED representatives to keep up to date on SED priorities and projects;

Reviews and determines approval and changes for use of BOCES facilities by external groups/agencies;

Promotes the overall management of BOCES and contributes to the development of a positive learning and working environment;

Coordinates the maintenance of up-to-date policy and administrative procedure manuals;

Assists and supports the District Superintendent and serves as his representative when he is unavailable;

Acts as a member of the District Superintendent's Cabinet and participates in Management Team meetings and activities;

Attend Board meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices, and terminology used in governmental accounting, budget preparation, and financial management;

Comprehensive knowledge of local and state law, procedures, and policies as they relate to the mission of the district;
Thorough knowledge of the functions and structure of BOCES, including its programs, operations, goals and objectives;
Thorough knowledge of contracts and leases;
Good knowledge of the principles and practices of administrative supervision;
Good knowledge of office terminology, procedures and equipment;
Ability to critically review financial and budgetary procedures;
Ability to analyze reports and statements, policies and procedures;
Ability to prepare thorough and concise reports of studies and budget analyses;
Ability to analyze program and fiscal information and draw logical conclusions;
Ability to deal effectively with others including department heads, fiscal officers, bankers, businesses, vendors, contract agencies, and the general public;
Ability to express ideas clearly and concisely;
Ability to plan, coordinate and organize the work of personnel;
Initiative;
Resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Accounting and five (5) years administrative or managerial experience; or
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting and seven (7) years administrative or managerial experience; or
- C) An equivalent combination of training and experience as indicated between the limits of A and B above.

Note: Licensure as a Certified Public Accountant in New York State is required at the time of appointment.