



Pittsburgh  
Public Schools

EXCELLENCE  
FOR ALL

*The Pathway to the Promise.™*

## **Pittsburgh Public Schools**

**We Dream Big.  
We Work Hard.  
We Promise.**

**Chief Operations Officer  
Office of the Superintendent**

## Chief Operations Officer Office of the Superintendent

<b>Reports to:</b>	Superintendent of Schools
<b>Department:</b>	Office of the Superintendent
<b>Work schedule:</b>	Full time with flexible hours required
<b>Salary:</b>	\$138,000
<b>FLSA Status:</b>	Exempt
<b>Residency:</b>	City of Pittsburgh Residency Required

### Position Summary:

The Chief Operations Officer (COO) is responsible for providing financial and operational leadership to all functional areas of the District. The COO oversees the management of facilities, plant operations, maintenance, custodial services, and food services. S/he is also responsible for the accuracy and presentation of all public financial disclosures representing the current and proposed financial activities of the District. These activities currently include financial operations, financial reporting, general accounting functions, purchasing, risk management, budget and forecast development, financial analysis, debt issuance and monitoring, and relevant cash management functions. The COO reports directly to the Superintendent of Pittsburgh Public Schools and serves as a member of the Executive Cabinet.

### Qualifications:

- A CPA or Master's degree in Business Administration or Public Administration, or in a related area, is preferred.
- Five years of relevant experience with at least five years of management experience in policy making.
- Previous experience working for a school district or public organization is preferred.
- Must possess knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, production methods, and coordination of people and resources.
- Ability to manage accounting systems and experience developing a sound system of fiscal accountability throughout all levels of organizational management.
- Strong understanding of internal controls.
- Strong analytical capabilities and the desire to develop meaningful metrics for budgeting and other predictive efforts.
- Proven project management, planning and forecasting skills.
- Highly developed organizational skills that resulted in the efficient utilization of staff and their continuing professional development.
- Excellent verbal and written communication skills and the ability to effectively engage a diverse range of internal and external stakeholders.
- Knowledge of financial reporting promulgated under the FASB and/or the GASB; familiar with risk management concepts and their application.
- Ability to represent the District internally and externally in a manner that supports the District's values, mission statement, and standards of professional conduct.
- Ability to solve problems within a fast-paced and complex environment.



**Essential Job Functions:**

1. Provide leadership for the respective functions mentioned above to include direct supervision of the functional head as well as overall planning, organizing, directing, budgeting, and staffing for the function.
2. Develop, improve and implement appropriate financial systems that will enhance budgeting, forecasting, analysis, decision-making and financial reporting.
3. Oversee the day-to-day activities of the District's Strategic Business Units/Finance and functional groups within Operations, which includes Facilities, Plant Operations, Purchasing, Food Services, and Transportation.
4. Build and lead an effective and cohesive Finance and Operations management team.
5. Monitor Finance and Operations performance and provide updates to the Superintendent.
6. Analyze operational performance and assist business units with implementing corrective actions to meet business unit objectives.
7. Oversee the development and implementation of operational systems that will help the District grow and deliver its services more efficiently.
8. Work cohesively with other members of the Executive Cabinet to serve the interests of the District.
9. Act as liaison with the Board, other divisions of the District, and other agencies and organizations on matters related to facilities, construction management, transportation, food service, safety and maintenance.
10. Oversee the maintenance and disposal of closed school buildings throughout the District.
11. Develop and recommend staffing levels, operational procedures, and fiscal prudence around the cleaning of the school facilities and the heating and lighting of those facilities.
12. Remain knowledgeable of emerging developments in administrative functions and school construction management through participation in workshops, conferences, seminars, and literature.
13. Improve forecasting accuracy by actions designed to improve the quality and reliability of the budget and forecasts.
14. Direct participation in the development and justification of the annual budget.
15. Continually evaluate the internal controls over the collection of funds as well as the approval and disbursement of those funds.
16. Formulate, implement and monitor financial policies and processes in compliance with financial accounting standards, PA School Code and any other pertinent statutes and/or requirements as dictated by grant or funding foundations or agencies.
17. Direct the preparation of all internal and external financial reports and all long-range financial planning materials including all financial and compliance audits and reviews.
18. Direct all sourcing activities.
19. Maintain insurance protection for the District including appropriate evaluation and maintenance of self-insured reserve balances.
20. Function as the primary contact between attorneys, bankers, debt holders, potential investors, debt rating agencies, and union representatives in financial communications.
21. Lead financial discussions with the Business and Finance Committees of the Board as well as participate in all Board meetings.
22. Keep abreast of pertinent legal, regulatory, administrative and financial trends and developments that impact the school district.
23. Participate in other activities at the pleasure of the Superintendent and/or Board.

**Please apply using the link below:**

[https://ats4.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00014077](https://ats4.searchsoft.net/ats/app_login?COMPANY_ID=00014077)

ADA: The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**Other Information:**

Certain transfers and promotions, pursuant to state legislation, may require an employee or interested applicant to obtain an Act 151 Clearance at a cost of \$10, an Act 34 State Criminal Clearance at a cost of \$10, and an Act 116 FBI Clearance at a cost of \$36 paid for by the interested applicant or employee. Negative reports will be reviewed on a case by case basis and appropriate action will be taken.

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities.

For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516

**More about the Pittsburgh Public Schools and our vision of *Excellence for All***

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP). But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

As the next building block in *Excellence for All*, we have developed a plan to support and empower effective teachers. Our planning has been done in collaboration with the leadership of the Pittsburgh Federation of Teachers (PFT). The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at

[www.empoweringpittsburghteachers.com](http://www.empoweringpittsburghteachers.com).

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.