BUFFALO BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
ROOM 720 CITY HALL
BUFFALO, NEW YORK 14204

RECRUITMENT BULLETIN #RB 21 - 536
CHIEF OPERATIONS OFFICER – EXEMPT *Revised
March 16, 2022

BUFFALO BOARD OF EDUCATION VACANCY

Civil Service Residency Requirements will apply for non-certificated applicants

POSITION: Chief Operations Officer - Exempt

SALARY: By contractual agreement

LOCATION: Finance Department – City Hall – Buffalo, NY 14202

APPLICATION: CANDIDATES FOR THIS POSITION SHOULD COMPLETE AN APPLICATION AVAILABLE ONLINE AT www.buffaloschools.org Applications successfully received will generate a confirmation email to the account listed on the application. If you do not receive a confirmation email, we cannot guarantee that your application was received. You must submit an application until you receive a confirmation email.

OVERVIEW:

Buffalo Public Schools (BPS) has begun a period of change that seeks to transform the district and its schools. A significant level of local, state, and national attention and investment in the Buffalo Public Schools has characterized the last few years providing an incredible opportunity to ensure that all of its students graduate prepared to succeed in college or a well-paying career.

Under the leadership of Interim Superintendent Dr. Tonja Williams, the Buffalo Public Schools has entered into the Education Bargain with Students and Parents. Currently, the Buffalo Public Schools is seeking highly competent, motivated, dedicated and fully engaged individuals to accept leadership roles throughout the District’s 59 schools and Central Office to serve the academic, emotional and physical needs of approximately 34,000 students through the essential elements of the Education Bargain. The Superintendent is leading a talented and committed leadership team with the aim of moving BPS toward world class status and preparing all students for success.

DISTINGUISHING FEATURES OF THE CLASS

The Chief Operations Officer, (COO) is authorized and directed to discharge the operational and administrative functions necessary for the day-to-day operations of the Board of Education’s Division of Transportation, Food Services, Security and departments. The COO shall have the responsibility of supervising, planning and implementing the policies and programs in matters involving the efficient performance of the functions of these divisions and shall regularly report directly to the Superintendent.
of Schools or a designee. S/he shall supervise the professional, technical and clerical personnel assigned to these divisions and their staffs.

The Chief Operations Officer reports directly to the Superintendent of Schools.

**TYPICAL WORK ACTIVITIES**

- Oversees, upgrades and executes appropriate policies, procedures, practices, methodologies and systems for transportation, food and nutrition services, safety and security activities;
  - Administers the overall planning, management, control and coordination of the operational activities for Transportation Services, including the execution of contracts, routing and scheduling in coordination with teaching and learning, leadership and principals, and the daily communication to executive staff re: on time arrivals, dismissals, and safety “all clear” announcements;
  - Administers the overall planning, management, control and coordination of the operational activities for Food Service/Child Nutrition Services, including healthy and nutritious meals, the execution of food service contracts, and school-related functions;
  - Administers the overall planning, management, control and coordination of the operational activities for school and District safety and security, including executing a comprehensive and robust safety security plan for the district, ensuring strict adherence to all safety procedures, protocols and policies, collaboration with city departments, community agencies, and business partners to develop intervention and preventive strategies for student safety;
  - Oversees and is responsible for the efficient preparation, administration, and monitoring for the annual budgets for these divisions;

- Develops, prepares, implements and ensures adherence to all applicable budgets;
- Analyzes and reviews budgetary and financial data with the Superintendent, and revises budgets as directed;
- Prepares notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action;
- Provides recommendations concerning equipment, materials, personnel, policies and procedures to promote an economical, promote a safe economical, efficient and compliant work environment;
- Ensure that programs are cost-effective and funds are managed prudently to stay within budgeted guidelines;
- Coordinates hiring, training and evaluation of personnel and, as appropriate, recommends transfers, reassignments, and disciplinary actions, including terminations;
- Attends meetings of the Board of Education, and other departmental and/or staff meetings, as required and appropriate;
- Attends and participates in professional organizations and meetings as appropriate and/or as requested by the Superintendent;
- Responsible for reading, studying, interpreting and implementing a variety of pertinent correspondence, reports, manuals, statutes, policies, regulations, etc.;
• Responsible for compliance with applicable Federal and State laws and regulations, as well as District policies, procedures and regulations, by departmental personnel;
• Manages billings and contract terms with contractors, and vendors, holds them accountable;
• Works with cabinet member colleagues and other district administrators in the formulation of practices that efficiently and effectively serve students and schools;
• Ensures the design, development and growth of standards-based and performance driven Divisions of Transportation, Food Service and Safety and Security to include collection, analysis and monitoring of multiple databases as they pertain to the efficient and effective operation of these departments;
• Consults with the District legal counsel to review and analyze laws, rules and regulations, opinions and decisions that affect the operation activities of the departments under the supervision of the Chief Operating Officer;
• Directs, prepares, oversees, monitors, and updates the school and District safety and emergency preparedness plans;
• Develops a strategic and systematic plan to execute “Best Practices” which promote leading edge practices for transportation, food and nutrition services, school safety;
• Coordinates all necessary communication, provides information to staff regarding the plans functions, policies and procedures pertaining to the functions of the responsibility of the COO;
• Represents the District on intergovernmental, safety and emergency preparedness, committees and task forces;
• Provides vision, direction and supervision of subordinates and their staff;
• Performs additional related duties as assigned by the Superintendent of Schools.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

• Knowledge of the District’s operating rules, regulations, procedures and policies for the Divisions under the incumbent’s authority;
• Thorough knowledge of principles and practices of organization, management, internal controls, budget preparation and expenditure control;
• Thorough knowledge of computer system capabilities applicable to a wide variety of financial and operations services;
• Ability to prioritize needs and respond accordingly;
• Knowledge of principles of public relations;
• Ability to plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units including facilities, food service, security and transportation operations;
• Ability to analyze complex problems, identify solutions and implement plans to solve problems;
• Ability to communicate effectively both orally and in writing;
• Ability to establish and maintain effective relationships with elected officials, District administrators and public and private agencies, union officials and employees;
• Confidentiality, initiative, resourcefulness;
• Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS

A. Master’s Degree from an accredited college or university in Business Administration or Public Administration and eight (8) years of full-time administrator experience in an urban school district or private industry, responsible for multiple business or financial operations;

OR

B. Master’s Degree from an accredited college or university (any major) and ten (10) years of full-time administrator experience in an urban school district or private industry, responsible for multiple business or financial operations;

OR

C. An acceptable New York State Education Department Educational Administrative Certification, including School Business Administrator, School District Administrator, School District Leader, or School District Business Leader and ten (10) years of full-time administrator experience in an urban school district or private industry, responsible for multiple business or financial operations. Candidates must be New York State certified in the tenure area for which they are applying. It is required that candidates must attach a PDF or a screen shot of their certifications.

Note: Verifiable part-time experience will be pro-rated to meet full-time experience requirements. (Proof of education must be presented at time of appointment.)

FINAL FILING DATE: Until Filled

DR. TONJA WILLIAMS
INTERIM SUPERINTENDENT OF SCHOOLS