



SEATTLE PUBLIC SCHOOLS
invites applications for the position of:

Chief Operations Officer

An Equal Opportunity Employer

SALARY: \$160,598.00 - \$216,933.00 Annually

OPENING DATE: 10/26/18

CLOSING DATE: Continuous

REQUIRED ATTACHMENTS:

DESCRIPTION:

Seattle Public Schools seeks a Chief Operations Officer. The successful candidate will be a visionary leader, strategic thinker and system/process guru who can drive a team to high-quality results on time and within budget. This is an outstanding opportunity for an executive with experience managing the many operational facets of a large urban public-school system.

This position is responsible for providing leadership to the District's operations and related support activities. Partners with other Division Leaders to coordinate district and division operations to support Superintendent and District goals.

ESSENTIAL FUNCTIONS:

Operations:

- Provides vision, direction and leadership for the division of Operations, which includes the departments of Logistics (Warehouse and Distribution, Transportation, Fleet Management, Mail Services, Safety and Security, Nutrition Services, division of Facility Operations (Custodial Services, Maintenance Services, Grounds Services, Self Help, Environmental Services, Capital Zone Crews and Property Management), Capital Projects and Planning (Capital/BEX III, Capital/BTA/Small Works, Capacity and Facilities Planning. . . .
- Supervises and evaluates assigned administrative, managerial, professional and support staff.
- Advises the Deputy, Superintendent, Board and District administrators on operational issues.
- Acts as the key spokesperson for assigned areas of responsibility and executes District functions in meetings with governmental, legislative, business community and labor union representatives.
- Serves on committees, task forces, and ad hoc groups, as necessary, to coordinate functions for areas of responsibility.
- Establishes operational goals and objectives in support of the District Strategic Plan and policies, in conjunction with the administrative team.
- Support budget development for assigned division and departments.
- Encourages development of non-traditional funding sources and partnerships with outside agencies.
- Ensures fiscal expenditures and tracking in compliance with Federal, State and District procedures and practices.
- Provides direction in and maintains up-to-date knowledge of operational reform and best practices in all aspects of PK-12 urban education.
- Participates in on-going training to enhance professional skills.

Acquires, maintains and provides current state-of-the-art status in methods and techniques in operational administration and coordinates with peers in other large, urban school districts.

- Ensures that necessary reports are prepared, including reports for district, state and federal compliance purposes.
- Monitors and assists with monitoring compliance issues and maintains currency on the rules, regulations and other requirements for compliance.
- Develops and assists with developing District policies to ensure compliance and ensures that legally mandated health and safety standards are met within reporting departments.
- Serves as a member of the Superintendent's Executive Management Team and attends or participates in all required District, Board and committee meetings and other activities deemed necessary by the Superintendent.

Facilities:

- Provide leadership, direction and expertise for the District's Facilities program.
- Ensures that District's time, cost and additional objectives of projects are met and that planning, architectural and construction processes have effective controls and meet all obligations of the District.
- Coordinate development, implementation, and periodic revision of a long-term District facility use plan in conjunction and alignment with district policies and procedures.
- Coordinates development and implementation of periodic, voter-approved, capital levy programs.
- Ensures that facility planning and capital program planning is done in conformance with the District's Facilities Master Plan and ensure that optimum, strategic use is made of revenues in both short-term and long-term projects and program planning.
- In conjunction with other district executives, , develops and implements effective budget tracking and reporting systems and communicate project and program status.
- Provides leadership for the District's building maintenance department, work order management, custodial and grounds operations, and utilities to ensure that District's time, cost, and educational objectives are met.
- Provide timely and effective communication as appropriate.
- Ensure that the overall needs and requirements of these functional area are identified, planned and implemented.
- Coordinates community involvement in the planning, implementation, and evaluation of the District's construction and renovation efforts.
- Recruits members for, serves on, and supervises the organization of committees, and represents the District on councils and task forces.
- Serves as a liaison with community and business programs that impact construction and renovation projects.
- Communicates project status to the general community.
- Establishes and maintains effective relationships with business and community groups and members.
- Ensures that bidding procedures and contract awards comply with District policy and applicable statutes and regulations governing public sector construction projects.
- Provides leadership, direction, and expertise of the District's apprenticeship program, small works rosters, and other applicable Board-approved programs related to contractor and workforce diversity.

OTHER FUNCTIONS:

- Performs a variety of special projects as requested, such as interventions in sensitive and controversial matters, and a variety of public relations and community relations activities.
- May perform related duties consistent with the scope and intent of the position.

RELEVANT COMPETENCIES:

Managerial Courage

Tactfully dispenses direct and actionable feedback; is open and direct with others without being

intimidating; deals head-on with people problems and prickly situations.

- Addressing challenges with integrity, empathy, and sensitivity to all parties involved.
- Confronts real needs and addresses them appropriately.
- Responds constructively to challenging situations or people even under stress.
- Does not hold back on anything that needs to be said or done in a productive and constructive way.
- Ability to listen and change as needed.
- Ability to work with diverse stakeholders with respect and integrity.

Dealing with Ambiguity

Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; can comfortably handle rash and uncertainty.

- Responds quickly to change and comfortably considers new approaches.
- Operates well in situations when consequences of actions and decisions are unclear.
- Switches strategies or approach if current ones are not working.

Conflict Management

Successfully mediates conflict between individuals and groups; can hammer out tough agreements and settle disputes equitably; can find common ground and obtain cooperation with minimum noise.

- Deals effectively with others in tough situations.
- Expresses disagreements in a way that does not disparage or attack others.
- Demonstrates the ability to expand areas of agreement and narrow areas of disagreement.
- Recognizes differences in opinion, brings them into the open and looks for win-win solutions.

CABINET CORE COMPETENCIES:

Managing Vision and Purpose

Communicates a compelling and inspired vision or sense of core purpose; makes the vision sharable by everyone; can inspire and motivate entire units or organizations.

- Develops a clear sense of purpose and mission that captures the imagination of others.
- Shares vision in a way that influences others as demonstrated by their words and actions.
- Anticipates and identifies long-term, future organizational needs and opportunities.

Accountability

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

Planning

Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measurable goals; sets priorities and time parameters to accomplish tasks and projects; anticipates roadblocks and develops contingencies to redirect tasks so momentum is not lost.

- Allocates and coordinates time effectively and efficiently to avoid conflicts.
- Anticipates potential problems and develops plans to address them.
- Develops an appropriate work plan to achieve results.
- Monitors progress, responds to problems and measures performance.

Getting Results (Action Oriented)

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Collaboration

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Decision Quality & Problem Solving

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Strategic planning and school restructuring.
- Capital project planning, finance, and management.
- Building construction and maintenance policies and practices for educational and instructional facilities.
- Laws and regulations governing planning, development, construction and renovation of school structures.
- Contemporary business and construction practices.
- Collaborative problem-solving methods.
- Budget development.
- Practices and principles of supervision.
- School and school district operations and procedures.
- Current research and techniques utilized for planning, team building, and group collaboration.
- Problem-solving.
- Project management.
- Administrative practices including staff supervision and training.
- Computer systems and applicable software, including spreadsheets, report writing, word processing.
- Practices and principals of schools and school district operations and procedures.

- Knowledge of laws and regulations governing student transportation, security issues, property management, child nutrition, bidding and purchasing, contract proposals and specifications, human resources, fiscal management, and facilities maintenance.
- Contemporary business, transportation, security, utilities, energy and property management and facilities practices.
- Collaborative problem-solving methods.
- Budget development and maintenance practices.

Skilled in:

- Urban planning, engineering and architecture.
- Public finance and administration.
- Project management.
- Negotiations.
- Working with elected officials to develop and implement public/state building construction and renovation policies.
- Senior-level planning and management of concurrent multi-million dollar, multi-location construction projects.
- Making formal presentations of a complex nature.
- Strong oral and written communications.
- Evaluating and assessing the effectiveness of teams, programs, and individuals.
- Conceptual and analytical thinking.
- Collaborative processes.
- Collective bargaining processes.
- Planning and managing concurrent, multi-location facilities maintenance projects.

Ability to:

- Contribute to the strategic planning and school restructuring process.
- Communicate a sense of vision and direction.
- Supervise staff, motivate others and stimulate team and group processes.
- Effectively represent the District before the public, including elected and appointed officials, news media, the business community, and community groups.
- Provide leadership and develop strategy
- Provide appropriate and constructive feedback to District staff.
- Establish objectives and provide direction and assistance to staff and team members.
- Take individual initiative, accept responsibility, and be held accountable.
- Coordinate multiple activities simultaneously.
- Develop and administer budgets, adapt to change and remain flexible.
- Establish and maintain effective working relationships with District staff and administrators, students, parents, outside agencies, business and community groups, and the public in a multicultural community.
- Develop and administer budgets.
- Adapt to change and remain flexible.
- Deliver good customer service.

Establish and maintain effective working relationships with a wide variety of groups and individuals in a multicultural community.

Dealing with Ambiguity

Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; can comfortably handle rash and uncertainty.

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MINIMUM QUALIFICATIONS:

YEARS OF RELEVANT EXPERIENCE:

Combined Ten (10) years or more of experience with increasing responsibility in the areas of innovative PK-12 operations management, preferably in a large, complex urban school system, public or private construction project management, facilities maintenance, security, or transportation systems.

PREFERRED:

Master's degree in Business Administration or closely-related field.
Experience in operations, management or finance.

CERTIFICATION & LICENSES:

Valid Washington State driver's license or evidence of equivalent mobility.

CLEARANCES:

Criminal Justice fingerprint and background check.

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal.

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, 206-252-0024, or hreeoc@seattleschools.org

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, 206-252-0306, oscr@seattleschools.org, or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, 206-252-0367, or Title.IX@seattleschools.org
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or accessibility@seattleschools.org

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.seattleschools.org/careers>

Job #15320
CHIEF OPERATIONS OFFICER
DL

OUR OFFICE IS LOCATED AT:
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