

# Chief Operating Officer

## Position Details

Job Code: U7367

Reference Code: A018

Division: Operational Services Unit

Classification: Administrator

Terms of Employment: At-Will, Equivalent to [Step 50 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to serve as the Chief Operating Officer, Operational Services Unit, of the Clark County School District. This position is responsible for leading, managing, and supervising the functions in the divisions/departments of Facilities, Food Service, Purchasing and Warehousing, Risk Management, Technology and Information Systems Services, Transportation, and Vegas PBS. This position is directly responsible to the Superintendent of Schools.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Ensures the consistent and effective execution of key systems and processes that make effective use of organizational resources.
2. Responsible for the measurement and effectiveness of all processes.
3. Provides timely, accurate, and complete reports on the operating condition of the District.
4. Spearheads the development, communication, and implementation of effective growth strategies and processes.
5. Collaborates with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of the District.

6. Motivates, leads, and mentors a high-performance management team.
  7. Guides the facilities team in the development and implementation of a long-term capital plan, network-wide standards, and day-to-day facilities management that accommodates new school growth and services the needs of existing schools.
  8. Identifies opportunities for divisions/departments to leverage cross-program strengths to take advantage of new opportunities and/or to address organizational challenges.
  9. Leads, coaches, develops, and retains high-performance senior management team and immediate subordinates with an emphasis on developing capacity in strategic analysis and planning and program budgeting.
  10. Develops and implements long-term and short-term plans and activities for assigned regions and the District.
  11. Develops and prepares the annual budget for risk management functions of the District; monitors and authorizes expenditures in accordance with established guidelines.
  12. Analyzes the District's claim, loss, and accident history and identifies methods to eliminate or minimize risks and possible losses.
  13. Oversees the management of assigned support and operational functions to ensure that planning methodologies, organizational structures, and accountability measures are in place to give stakeholders the best service possible within the resources available.
  14. Ensures the continued financial viability of operational departments/divisions through sound fiscal management.
  15. Oversees the management of Capital Programs, including school capital programs, to ensure that planning methodologies, organizational structures, resources (including bond elections), and accountability measures are in place so that all new schools and rehabilitation projects are completed on time and within budget.
  16. Communicates with other administrators, District personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
  17. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Communicate and collaborate across the organization with the intent of building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork while maximizing results.

2. Establish positive relationships with persons regardless of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin with an active commitment to equal opportunity for all students and staff.
  3. Demonstrate respect for diverse student and staff populations; respond to others utilizing culturally responsive strategies.
  4. Anticipate problems and conflicts and use them as opportunities to initiate thoughtful action and innovation.
  5. Promote an environment for excellence that models honesty and integrity, fosters self-motivated and self-renewing behavior, and helps others perform at their best.
  6. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
  7. Motivate others and design activities to assist others in meeting organizational goals and demonstrate skills in facilitation of groups to accomplish tasks and to make decisions.
  8. Be receptive to new ideas, change, and commit to personal and professional development.
  9. Use and encourage creative thinking that appropriately challenges current practices, honors diversity, and leads to better learning for all students.
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## **Position Requirements**

### **Education and Training**

An earned master's degree from an accredited college or university in business administration (MBA) or in a related field. A bachelor's degree from an accredited college or university and at least ten (10) years of related work experience may be substituted for the master's degree requirement.

### **Licenses and Certifications**

None specified.

### **Experience**

Executive-level administrative experience with similar scope and responsibility in finance or operations.

### **Preferred Qualifications**

1. Three (3) or more years of professional experience leading a multifunctional organization.

2. Executive-level administrative experience with similar scope and responsibility as the position requirements.
3. Experience working in municipal and/or education sectors.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 04/12/22
- Created: 01/26/17