JOB VACANCY – BIRMINGHAM CITY SCHOOLS

OPERATIONS OFFICER

QUALIFICATIONS:

1. Master's Degree or higher from an accredited Institution.
2. Five (5) years experience in an urban district as a successful administrator.
3. Expert knowledge of administrative computer applications with hands on large-scale project implementation experience.
4. Knowledge of personnel evaluation protocol and other personnel procedures.
5. Ability to plan, organize and prioritize. Ability to communicate and work cooperatively with a variety of audiences.
6. Ability to analyze, Interpret, and use data in decision-making.
7. Ability to provide leadership to assigned personnel.
8. Ability to be flexible, handle a variety of tasks and manage multiple tasks.

PERFORMANCE RESPONSIBILITIES:

2. Coordinate the development and administration of both short-range and long-range programs.
3. Collaborate with the appropriate personnel to identify school district needs using demographic studies, evaluation of historical data, and curriculum plans.
4. Works with the appropriate parties, as assigned, to prepare an annual, financially feasible school budget plan for Board review and approval.
5. Coordinate the program outlay budget; administer distribution of funds for each department and monitor progress and accountability of assigned programs and services.
6. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
7. Prepare or oversee the preparation of all required reports and maintain appropriate records.
8. Provide leadership and direction for assigned area(s) of responsibility
9. Exercise proactive leadership in promoting the vision and mission of the District
10. Keep the Superintendent informed, through appropriate channels, of potential problems or unusual events.
11. Collaborates with representatives of local, state and federal agencies to monitor and audit state and federal grant funds, district funds, and student activity/auxiliary funds.
12. Collaborates with district departments and programs to determine long-term financial needs and district policy.
13. Recommend board policy to the superintendent related to information involving specified departments.
14. Perform other duties/tasks consistent with the goals and objectives of this position, as assigned by the superintendent.

COMPETENCIES:

**Strategic vision** - understands the big picture; sets short and long-term goals to align with the district's vision.

**Management and organizational ability** - able to manage appropriate steps to get projects completed; able to organize people and projects effectively.

**Organizational savvy** - understands how organizations operate; predicts problems; quick learner in understanding the culture of the district and community.

**Interpersonal confidence** - has strong interpersonal skills; can effectively communicate with and relate to all levels within and outside the organization; creates and builds positive and productive relationships.

**Adaptability** - responds quickly and effectively to changing trends and circumstances; embraces change and welcomes fresh perspectives.

**Written communication** - writes clearly and in an organized manner; effectively manages informal and formal communication.

**Integrity and values** - communicates honestly at all levels of the organization.

**Catalyzing the work of others** - initiates and builds up the efforts of staff and others to move the district forward.

**TERMS OF EMPLOYMENT:** Twelve (12) Months

**SALARY:** Salary Schedule 64 Level 7 $112,970.00 - $131,191.00

Open until filled