



**Orange County Department of Education
Human Resources Department
Certificated Management Class Specification**

Administrator, Business Operations

**Class Code: 1482
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate, the activities and operations within the assigned areas of responsibility; coordinate assigned activities with other units, divisions, and outside agencies, and the general public; and provide highly responsible and complex staff assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision over management, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this positions. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Coordinate the organization, staffing, and implementation of goals and objectives for the assigned units; establish schedules and methods for providing contract services; and develop purchasing and contracts policies and procedures.
 3. Provide direction for the food services program.
 4. Coordinate transportation services required by the Special Education programs for Department and school districts; oversee contracts with outside transportation service providers.
 5. Prepare various reports on operations and activities.
 6. Participate in the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.
 7. Manage the contract process for the development and implementation of contracts with contractors, consultants and various other agencies providing services for the Department of Education.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Negotiate, develop, and review contracts, leases, and agreements within the guidelines established by law and Department of Education procedures; coordinate efforts with legal counsel in the review and approval of contractual agreements.
9. Ensure the adherence to state laws, local procedures, and OCDE procedures; develop and analyze complex bid specifications; and establish procedures and guidelines for bid specifications for districts.
10. Collect, monitor, and analyze data; provide analysis of issues relative to contract preparation and processes.
11. Stay abreast of new trends, innovations, and technologies related to purchasing and contract processes.
12. Act as liaison between the Department of Education, district staff, and contracting agencies.
13. Provide information, guidance, and assistance to Department of Education leadership, staff, school districts, and contractors related to contracting of services including bid specifications.
14. Develop, prepare, and review bid specifications relative to purchasing and contracts.
15. Plan, prioritize, assign, supervise, and review the work of staff responsible for purchasing and processing contracts within the Department of Education.
16. Select, train, motivate, and evaluate staff; work with employees to correct deficiencies.
17. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
18. Conduct training seminars for Department staff regarding developing and preparing contracts and purchasing policies and procedures; respond to questions.
19. Must demonstrate attendance sufficient to complete the duties of the position as required.
20. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
2. Procedures, methods, and techniques of project and workflow management and organization.
3. Principles of effective supervision, leadership, training, coaching and performance evaluation.
4. Modern and complex principles and practices of accounting, budget, purchasing, and contracts.
5. Complex principles and practices of developing, reviewing, and processing contracts, leases, and agreements.
6. Methods and techniques of contract negotiation.
7. Legal terminology and references as related to contracts.
8. Principles and procedures of food service programs

Knowledge of (cont.):

9. Basic procedures and methods of budget preparation and administration.
10. California Education Code, Labor, Public Contracts, and Administrative Codes.
11. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Direct the development of contracts and leases.
5. Negotiate contracts, leases and agreements with contractors, consultants, and various other agencies.
6. Interpret and explain contract processes policies and procedures.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Master's degree from an accredited college or university with major course work in business administration, public administration, or a related field and five years of responsible administrative experience in contract administration including at least one year of supervisory experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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