



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

Executive Director, Business Operations

Class Code: 1652

Work Days: 225

GENERAL PURPOSE

Direct, manage, plan, and provide leadership for business operations programs in the Administrative Services Division; provide performance management leadership to staff; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide 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 position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Coordinate and direct communications, information, personnel, and resources to assure smooth and efficient activities and operations related to business operations; direct the development and implementation of programs, projects, services, strategies, goals, and objectives related to business operations; and recommend and implement policies and procedures.
 2. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative support systems, and internal reporting relationships; identify opportunities for improvement and review with the senior leadership; and implement improvements.
 3. Provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor workflow; and review and evaluate work products, methods, and procedures.
 4. Conduct a variety of organizational studies, investigations, and operational studies and recommend modifications to business programs, policies, and procedures as appropriate.
 5. Manage the contract process for the development and implementation of contracts with contractors, consultants and various other agencies providing services for OCDE; provide direction for the food services program; and coordinate transportation services required by special education programs for OCDE and school districts.
 6. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
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7. Manage and participate in the development and administration of the program budgets, including forecasting funds needed for staffing, equipment, materials, and supplies; coordinating the monitoring of and approval of expenditures; and recommending adjustments as necessary.
 8. Negotiate, develop, and review contracts, leases, and agreements within the guidelines established by law and OCDE procedures; coordinate efforts with legal counsel in the review and approval of contractual agreements.
 9. Ensure 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. Participate on various boards and commissions; attend and participate in professional group meetings; stay abreast of new trends, legislation, and regulatory rulings and innovations related to assigned programs.
 11. Act as liaison between OCDE, district staff, and contracting agencies.
 12. Provide information, guidance, and assistance to OCDE leadership, staff, school districts, and contractors related to contracting services, including bid specifications.
 13. Develop, prepare, and review bid specifications relative to purchasing and contracts.
 14. Demonstrate attendance sufficient to complete the duties of the position as required.
 15. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services, and activities of food services, contracts, purchasing, and transportation programs.
2. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
3. Modern and complex principles and practices of program development and administration.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Modern and complex principles and practices of accounting, budgeting, purchasing, and contracts.
7. Complex principles and practices of developing, reviewing, and processing contracts, leases, and agreements.
8. Methods and techniques of contract negotiation.
9. Legal terminology and references as related to contracts.
10. Principles and procedures of food service programs
11. Basic procedures and methods of budget preparation and administration.
12. California Education Code, Labor, Public Contracts, and Administrative Codes.
13. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Provide administrative and professional leadership and direction for the Administrative Services Division.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
5. Direct the development of contracts and leases; negotiate contracts, leases, and agreements with contractors, consultants, and various other agencies; and interpret and explain contract processes, policies, and procedures.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. 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 in business administration, public administration, or a related field and six (6) years of experience in contract administration including at least two (2) years of supervisory and administrative 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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods, and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and may move items weighing up to 25 pounds.

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 essential functions.

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