

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 25, 2012

Legislative File	
File ID Number:	12-1032
Introduction Date:	4/25/12
Enactment Number:	12-1061
Enactment Date:	4-25-12
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support

SUBJECT: Revision of a Classified Job Description in the Procurement and Distribution Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0209 – Revision of Job Description for Operations Officer in the Procurement and Distribution Department.

DISCUSSION

The position of Operations Officer is being revised to reflect the current functions of the Procurement and Distribution Department to plan, organize, administer and control the business operations and support services related to the material resources of the District and will better align with the District's Strategic Plan in building a Full Service Community School District.

FISCAL IMPACT

The position will be funded by General Purpose funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0209 – Revision of Job Description for Operations Officer in the Procurement and Distribution Department.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0209**

Procurement and Distribution Department

Revise

- Operations Officer -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, this position aligns with the Superintendent's Strategic Plan for a Full Service Community School District, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves a revised job description for the position of Operations Officer in the Procurement Department as set forth in the attachment, which is incorporated herein by reference as though fully set forth, effective 12:01 a.m., April 26, 2012.

Passed by the following vote:

AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman
Vice President Jumoke Hinton Hodge and President Jody London

NOES: None

ABSTAINED: None

ABSENT: Noel Gallo

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held April 25, 2012.



Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Operations Officer	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement and Distribution	CLASSIFICATION:	Classified Management Confidential
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours
ISSUED:	Revised: June 2007 Revised: April 2012	SALARY GRADE:	CFCA 20

BASIC FUNCTION: Plan, organize, administer and control the business operations and support services related to the material resources of the district. Formulate, administer, and direct a variety of programs, projects, and activities related to financial accounting, construction accounting, fixed asset accounting, food services accounting, procurement, mail services, printing, contracts and external audits, and provide cost analysis. Maintain confidentiality of all personnel matters; some duties will involve access to confidential information concerning employer-employee relations.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements).

E = Essential Functions

Direct and supervise the operations and staff of Procurement and Distribution, Print and Mail Services, Secure Our Schools Camera Project, and Contracts. **E**

Participate in formulating, administering, and monitoring changes in financial policies, procedures, reporting, and control systems. **E**

Compile and analyze data, prepare reports, and participate in discussions regarding schools, programs, and District-wide matters. **E**

Assist the Fiscal Services Officer with supervision and participate in budget preparation and modification and expenditures analysis as needed. **E**

Analyze accounts, identify errors, prepare and process journal entries to accurately reflect the accounts activities. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files. **E**

Plan, recommend, and develop programs, goals, and objectives for the division and its departments. **E**

Develop, implement, and monitor District-wide programs and supervise the functions of business division support, and contract compliance. **E**

Develop, review and recommend alternatives for implementation of logistics to include business process re-engineering and return-on-investment strategy. **E**

Keep informed of laws, statutes, policies, rules and regulations affecting school district business operations and monitor district business activities for compliance. **E**

Plan and develop the division budget and administer approved budget. *E*

Serve as a resource to assist the public and District staff in matters related to logistics, management, and operations. *E*

Analyze accounts, identify errors, prepare and process journal entries to accurately reflect the accounts' activities. *E*

Select, train and evaluate the performance of assigned personnel. *E*

Participate in labor negotiations and planning sessions. *E*

Advise Executive Staff on goals and objectives related to labor relations strategy. *E*

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Bachelor's degree in accounting, finance, economics, public administration, business administration or related field and five years increasingly responsible supervisory experience, and professional-level analytical or managerial experience, including at least four years of experience involving financial analysis or control of District, program, or school-level budgets.

LICENSES AND OTHER REQUIREMENTS:

Valid California Drivers License

Employment eligibility that may include fingerprints, Tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Procurement, contracting, food service, printing and mail services, delivery

Planning, organizing, controlling and direction of program management activities

Business principles and school administration

Budget preparation and control

Regulations and procedures related to assigned areas of responsibility

Principles and practices of administration, supervision, and training

Applicable laws, codes, regulations, policies and procedures

ABILITY TO:

Plan, organize, control and direct the program management activities of the procurement, contracting, food service

Take initiative, analyze problems and make decisions

Communicate effectively with the Board of Education members, staff, the business community and governmental agencies both orally and in writing

Develop and monitor complex budgets

Train and evaluate the performance of assigned staff

Review existing and pending legislation related to procedural guidelines. Recommend origination, modification, or support of legislative measures

Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules and regulations

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment

Analyze situations accurately and adopt an effective course of action

Meet schedules and deadlines

Direct the maintenance of a variety of reports and files related to assigned activities

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; fast-paced work, constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and make presentations; dexterity of hands and fingers to operate a computer keyboard; seeing to monitor various activities and read documents, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.