

STRATEGIC OPERATIONS ADMINISTRATOR

DEFINITION

Administers, oversees, and coordinates the strategic planning activities, goals, projects, objectives, and communication for Student Health and Human Services.

TYPICAL DUTIES

- Supports the Executive Director of Student Health and Human Services in strategic planning for the Division.
- Liaises directly with the Superintendent or designee on Student Health and Human Services matters.
- Plans, develops, and administers communication strategies to generate internal and external understanding and support for the objectives, strategies, and performance of the Student Health and Human Service Division.
- Represents the Student Health and Human Services Division in meetings, working groups, and collaborative efforts with Board Members, the Superintendent, senior leaders, schools, community partners, and stakeholder groups.
- Coordinates special projects and initiatives to meet the goals of the Student Health and Human Services Division.
- Delivers District-wide presentations and conducts interoffice, departmental, and interagency meetings on behalf of the Student Health and Human Services Division.
- Analyzes and researches federal, State, and local laws and regulations impacting the Student Health and Human Services Division.
- Develops and delivers trainings to Student Health and Human Services leaders and school staff around applicable laws and regulations in partnership with the Office of the General Counsel.
- Reviews and edits the division's high-visibility, high-impact communications.
- Coordinates the development and revision of Student Health and Human Services policies to align with federal, state, and local laws and regulations.
- Supports the District-wide implementation of laws that affect Student Health and Human Services and provides guidance to department leads.
- Performed related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Strategic Operations Administrator performs high-level strategic planning duties in support of the Executive Director of Student Health and Human Services.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

The Strategic Operations Administrator receives general direction from the Executive Director of Student Health and Human Services. Supervision is exercised over lower-level staff.

CLASS QUALIFICATIONS

Knowledge of:

- Administrative organization of the Los Angeles Unified School District
- Effective communications strategies
- Basic principles and methodology of project management
- Principles of public relations
- Collaborative problem-solving methods
- District and school policies and procedures, goals and objectives, organizational structure and functions
- Ethnic, cultural, geographic, and socio-economic diversity of the populations served by the District
- Current issues regarding the District
- Interpersonal skills using tact, patience, and courtesy
- Effective administrative and managerial practices and ability to implement them

Ability to:

- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze costs and statistical data for the development of administrative controls, record systems, and financial forecasts
- Review and evaluate project deliverables
- Explain and implement policies, procedures, and goals
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Communicate effectively orally and in writing
- Oversee multiple projects and issues while working effectively under pressure
- Contribute to strategic planning and establish objectives
- Be proficient with Microsoft Project, Word, Excel; and familiar with Outlook, Access, and PowerPoint or similar office productivity tools
- Establish clear performance expectations and evaluate based upon results
- Share decision-making
- Establish and maintain cooperative and effective working relationships with others

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in business or public administration, law, or a related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of experience in a managerial position with responsibility in at least three of the following areas: administrative analysis, financial analysis, policy development, project management, or report writing. A master's degree in business or public administration, or a Juris Doctor degree may substitute for two years of the required experience.

Special:

A valid California driver license and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

02-20-20

SH/PJO