

SENIOR ADVISOR TO THE SUPERINTENDENT

DEFINITION

Responsible for assisting the Superintendent of Schools by overseeing operational activities and functions through assigned departments and participates in the development and implementation of policies and programs at the executive level.

TYPICAL DUTIES

Represents and acts on behalf of the Superintendent.
Oversees, reviews, and provides guidance on the administration of District services through executives, managers, and staff engaged in information technology, district operations, data and accountability, KLCS, and enterprise governance functions.
Reviews and provides guidance on the District's facilities management functions.
Assists the Superintendent of Schools in the development and control of the goals and objectives in accordance with District initiatives, makes recommendations, and directs and implements changes.
Determines service delivery levels by addressing and assessing the needs of the District.
Researches and develops additional revenue sources and determines areas of potential cost reduction, revenue enhancements, or program improvements.
Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to areas of oversight.
Directs, reviews and participates in the analysis of laws, rules, regulations, opinions and decisions affecting facilities, district operations, data and accountability, enterprise governance, KLCS, and information technology services of the District.
Recommends the implementation of goals and objectives.
Evaluates the efficiency and effectiveness of business services and evaluates administrative and executive personnel.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Advisor to the Superintendent assists the Superintendent of Schools by overseeing the various operational activities and functions through assigned departments at the executive level.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs and the maintenance of building and grounds.

The Chief Information Officer is responsible for the development of strategic, innovative information services and plans the day-to-day operations of the information services function.

SUPERVISION

The Senior Advisor to the Superintendent reports to the Superintendent of Schools and provides administrative direction to senior executives.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of organization, management, public administration, budget preparation and expenditure control
Administrative principles and methods, including goal setting, programs, and budget development and implementation
Modern management theory
Theories, research techniques, and methodologies related to managing operations of a large, complex, urban organization in a culturally diverse community
Collaborative problem solving methods
School and District organization, operations, policies and objectives
Computer system capabilities and methods applicable to a wide variety of services
Principles of training, employee evaluation, collective bargaining and employee relations
Principles of public relations
Collective bargaining law, labor agreement negotiations and merit-system personnel
Federal, state, and local legislation as it applies to all functional areas of responsibility

Ability to:

Plan, organize and direct complex technical operations involving coordination of efforts of multiple specialized units
Analyze and evaluate the effectiveness of plans, policies, programs, and organizations
Analyze complex problems, identify solutions and implement plans to solve problems
Produce results and quality work personally and through subordinates
Represent the District before the public in a proactive and media-sensitive manner
Resolve conflicts and promote cooperation
Provide leadership to multiple, complex divisions
Communicate effectively orally and in writing with persons at various levels of understanding
Establish and maintain effective relationships with elected officials, District administrators and those of other public and private organizations, union officials and employees

ENTRANCE QUALIFICATIONS

Education:

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

Experience:

Seven years of business, legal, or operations experience at the executive or management level. Two years of the required experience must have included implementation and/or development of strategic plans for a large public organization.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Senior Management classification
2. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

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.

Revised
07-26-18
KG