



## CHIEF ADMINISTRATIVE OFFICER

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### Position Summary

Assist the Superintendent by providing strategic guidance and oversight over human resources, risk management & safety, and financial services including payroll, purchasing and procurement functions of the district. Serve as a member of the Superintendent's Cabinet and advise the Superintendent in overall district planning and service delivery.

### Supervisory Relationships

This position reports directly to the Superintendent. Each responsibility area has a director, assistant director or manager; each of whom are supervised by this position.

### Essential Duties and Responsibilities

1. Serve on the Superintendent's Cabinet.
2. Plan, coordinate and administer the functions of human resources, risk management & safety, financial services, payroll, purchasing and procurement. This role will be critical in ensuring the district is strategically positioned to deliver on its covenant to all 4J students and families.
3. Attend school board meetings, budget meetings and board retreats.
4. Assume a key leadership role in the District's Incident Response Team.
5. Provide the Superintendent with data to support decision quality and inform the Superintendent of matters related to financial matters, long range planning and stewardship of district assets.
6. Oversee the development of the annual budget for the District, analyze and review budget and financial data and authorize expenditures in accordance with the adopted budget and established limitation and safeguards.
7. Provide leadership to improve operation efficiencies that assist the district in identifying cost avoidances while minimizing or reducing the impact on educational programs.
8. Interpret and implement district policies as they relate to assigned areas of responsibility.
9. Communicate with other administrators, district support staff and contractors to coordinate activities, and programs, resolve issues and exchange information to assure effective services for the district.
10. Negotiate contracts with vendors such as auditors, bonding agents, financial institutions, legal institutions, and maintenance, operations and insurance companies.

11. Provide for professional growth through active membership and participation in professional organizations; maintain current knowledge of new district/state procedures and legislation related to the position.
12. Work directly with the Superintendent and other staff members to develop skills and practices that will improve the performance of district staff. Assist in identifying staff development standards. Work with administrators in meeting standards for administration related to operation standards.
13. Represent the District at a variety of outside boards and agencies as designated by the Superintendent; serve as the Superintendent's representative at functions and on committees or task forces.
14. Plan, direct and coordinate department work activities; establish appropriate service and staffing levels; assign projects and programmatic areas of responsibility; allocate resources accordingly; review and evaluate work methods and procedures; meet with key staff to provide direction and to identify and resolve problems.
15. Track and communicate legislative initiatives and legal decisions that impact the services of the departments.
16. Responsible for the selection, supervision, and evaluation of assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; handle sensitive personnel matters and recommend grievance responses.
17. Oversee the development, preparation and submission of reports required by law or requested by federal, state and local governmental bodies.
18. Gather information as needed from the Superintendent, board members, District staff, the public and other sources to prepare reports and recommendations to the board.
19. Serve as a member of the district's collective bargaining team. Ensure that the Superintendent's position is properly represented in negotiation and that the resultant contract is in the mutual interest of both the district taxpayers and representative employees.
20. Complete special projects as assigned, assist administrators with problem identification and solution, mediate disputes, and develop written reports as appropriate.
21. Committed to district-wide decision quality and support for the Superintendent to identify issues and practices affecting the future of the district.
22. Oversee the distribution of resources to schools through the identification of needs and establishment of priorities.
23. Assist with school/community relations efforts. Prepare and deliver speeches to community, civic, and educational groups. Provide information and interviews with representatives of the media. Speak to staff, parent, and student-based school groups.

## Qualifications

### Required Knowledge, Skills, and Abilities:

1. Knowledge of the principles and practices of staff and organizational development.
2. Knowledge of principles and practices for developing staffing plans.
3. Knowledge of pertinent state law and district policy as it relates to schools.
4. Knowledge of the principles and practices of budget preparation and administration.
5. Knowledge of the principles of supervision, training and performance evaluation.
6. Skill in directing professional, technical and administrative support staff.
7. Ability to develop and administer department goals, objectives and procedures.
8. Ability to direct, organize, and coordinate the programs of a large and diverse department with demonstrated expertise in state and federal procurement practices.
9. Ability to research, analyze and evaluate new service delivery methods and techniques.
10. Ability to communicate clearly and concisely, both verbally and in writing to community and staff.
11. Ability to establish and maintain effective working relationships with those contacted in the course of work including district administrators, staff, various private and public agencies, the public and other interested groups.
12. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

### Minimum Qualifications:

#### Educations:

- Master's degree in Education, Public Administration, Business, or closely related field
- Oregon School Administration Certificate preferred

#### Experience:

Five (5) years of experience reflecting the skills outlined in required knowledge, skills and abilities. Three (3) years of the experience must have included supervision, resource proposals, planning and monitoring in multiple areas of operation or focus. The areas, operation, or focus must be unrelated or substantially diversified staff such as multiple departments of an organization. Experience in the public sector with responsibility overseeing business services is highly desired.

Equivalency to the education and experience outlined above will also be considered: An equivalent combination of education and/or experience equaling ten (10) years will be evaluated. However, there will be no education substitution for the three (3) years of supervision of staff, project coordination, resource proposals, planning and monitoring in multiple areas of operation or focus. The areas, operation, or focus must be unrelated or substantially diversified staff, such as multiple departments of an organization.

Chief Administrative Officer

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Specific preferences for types of experience, if any, will be identified at the time of recruitment. It is important to note that these are not qualification criteria. They are simply additional screening criteria that will be utilized to help determine the best candidates.

ADDITIONAL INFORMATION	
Employee Unit	Executive
Pay Grade	Cabinet Level
Created and Approved by	Dr. Andy Dey – Superintendent
Last revised	August 24, 2022