



POSITION DESCRIPTION

JOB TITLE: Chief Board Governance Officer Job Class: 0101	
DATE	Office of Board Governance, Milwaukee Public Schools
Pay Schedule: \$	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Alternate Pay Schedule: \$	Management Approval:
POSITION SUMMARY and PURPOSE: Serves as the Board's clerk, parliamentarian and records custodian for the Milwaukee Board of School Directors, Office of Board Governance. Responsible for planning, organizing and oversight of all Board governance affairs, including constituent issues, internal audit, legislative policy and business functions. Responsible for coordination and communication with nine elected Directors. Keeps the Board and the other chief executive officers apprised of issues relating to policy, staff, governmental relations and any other issues or legal matters that impact the performance or perception of the District.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Advises and assists the Milwaukee Board of School Directors on matters relating to Milwaukee Public Schools rules, policies and procedures.
2. Manages the Office of Board Governance and plans, supervises and evaluates activities and staff.
3. Coordinates all financial activities (budget, appropriation and expenditures) of the Milwaukee Board of School Directors and the Office of Board Governance. Certifies the district's annual tax levy and annual operating budget.
4. Provides assurances that the District, the Board and Office of Board Governance comply with all statutory and Department of Public Instruction requirements.
5. Serves as the Board's designee in contract negotiations, development, and review.
6. Prepares, maintains, and disseminates documents recording the activities of the Board as required and coordinates the scheduling of all Board activities and meetings.
7. Coordinates the legal affairs of the Board by acting as the Board's liaison to the Board's attorney. Ensures district compliance with public records laws, Freedom of Information Act, district legal claims, lawsuits and litigations files.
8. Oversees and directs the operational, programmatic and financial audits of the district. Oversees the year-end external district audit.
9. Performs fraud and whistleblower investigations and oversees annual compliance requirements.

10. Conducts policy research development and analysis, coordinates the district's governmental relations, developing and advocating the legislative agenda.
11. Coordinates the preparation, and distribution of documents to the Board, as required. Provides notice of Board activities for public access via appropriate media outlets.
12. Coordinates and oversees the District's response to public records requests, as well as Board and Board member correspondences. Conducts research, analysis and review as requested by the Board, individual Board members or the Superintendent.
13. Performs the role of clerk at all School Board meetings as required ensures adherence to the agenda and proper parliamentary proceedings are followed. Serves as Board liaison as designated by the Board on various internal and external committees.
14. Serves as the Board's liaison to other elected officials, governmental branches, District staff, community partners and the public.
15. Serves as the Board's advocate in contracted school matters. Serves as the District's Special Education Ombudsperson.
16. Provides excellent customer service and a positive climate of interaction and communication between school staffs, families, and the community.
17. Actively supports the MPS Strategic Plan.
18. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction provided by the Milwaukee Board of School Directors

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees a staff of 15, six direct and nine indirect reports.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a Master's degree in Public Policy, Business Administration, Education or a related field. A juris doctor or Ph.D. is preferred.

Experience Requirements

Significant management, administrative or high-level policy-making experience in the public sector; preferably in public education environment and/or experience working closely with a Board of Directors and/or elected officials. Experience with federal, state and local laws and regulations relating to public education, contracting, and open meeting is required.

Knowledge, Skills, and Abilities

Must be able to work effectively with other branches of school governance (Superintendent, Accountability). Effective oral and written communication and presentation skills are essential. Demonstrated and meaningful leadership capabilities, including a flexible and collaborative work style. Strong knowledge of business and financial management, public accounting, strategic planning, budget analysis and research techniques. Thorough knowledge of federal and state laws related to education, open meetings, public records, employment and contracting, as well as District rules, policies, and

procedures. Demonstrated capacity for strategic decision making and creative problem solving. Demonstrated knowledge of and experience in parliamentary procedures. Ability to establish rapport and collegial working relationships with a diverse population, to include executives, elected officials and all levels of staff and community, while at all times maintaining confidentiality, objectivity and independence. The ability to communicate effectively with Board members, administrators and the public. Ability to gather data, compile information and prepare reports. Outstanding organizational skills and meticulous attention to detail. Must be able to work well under pressure and handle many projects with varying deadlines. Computer literacy to include MS Office software, the MPS Portal, Electronic School Board and numerous internal databases is required. Ability to plan, organize and direct the operations of a staff of highly skilled professionals with backgrounds and experience in diverse disciplines.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. Position is on-call to the Milwaukee Board of School Directors 24 hours per day. Must have flexibility to attend evening and weekend meetings and events. Travel off-site is required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.