



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> <i>Deputy Superintendent - Operations</i>	<b>Last Revised/Approved:</b> <i>July 2018</i>
<b>Job Code:</b>	<b>Reports To:</b> <i>Superintendent</i>
<b>Office:</b> <i>Office of Superintendent</i>	<b>Department:</b> <i>Operations – Human Resources/Finance</i>

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> <i>Exempt</i>	<b>Term of Employment:</b> <i>FT</i>

**Position Summary/Purpose:**

Provides leadership for all business services operations of the District to include human resources, financial/fiscal services, risk management, technology, nutrition services and recreation. Serves, represents and exercises the authority of the District Superintendent in directing the implementation of Milwaukee Public Schools' (MPS) plans, policies, instructional programs, services and general operations.

**Core Competencies:**

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

**Management Competencies:**

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

**Essential Functions:**

*An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.*

*Note: An Essential Function must meet the following criteria:*

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Serves as the chief officer of the district in the absence or incapacity of the superintendent.
- Assumes designated responsibilities across division lines at the direction of the Superintendent.

- Provides leadership in developing business services that will support the educational program of the district.
- Develops, evaluates and recommends to the Superintendent policies and regulations governing the operation of all business services.
- Provides leadership for a positive financial management control operation, establishing a sound basis for professional management of all income and expenditures of the district. Directs and supervises the District's risk management procedures.
- Supervises the preparing and submitting of all reports required for reimbursement to the District of monies from appropriate federal, state and local government agencies.
- Provides direction and supervision over the District's accounting and payroll functions.
- Directs and supervises the District's technology operations.
- Directs and supervises the District's community recreation operations including enrollment/growth projections and staffing allocations.
- Directs and supervises the District's nutrition services and contracts with vendors.
- Provides leadership for and collaborates with Human Resources on matters related to performance involving employees in the business and operations departments, as well as the district as a whole.
- Collaborates with Educational Services on Program development in order to implement the District's Strategic Plan.
- Provides assistance and guidance to salary negotiations and meet and confer sessions with the Milwaukee Teacher's Education Association (MTEA) and other bargaining units as necessary.
- Assists the Superintendent in the prudent management of the MPS resources in accordance with the MPS budget.
- Serving as a member of the Superintendent's cabinet.
- Delegates authority as appropriate and holds subordinates accountable for the functional expectations delineated for the positions they occupy.
- Represents MPS with a strong, positive image. Advances the MPS mission, objectives, programs and services to off-campus community groups, business and industry, agencies, individuals or other stakeholder groups as assigned. Responds to calls and correspondence regarding programs and services offered.
- Prepares policy recommendations as requested by the School Board or the Superintendent.
- Assists in selecting, orientating, supervising and evaluating personnel.
- Maintains membership in and participates in the affairs of professional societies devoted to effective management and administration. Participates in conferences, workshops and in-service meetings designed to provide professional skills and competencies related to this position.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Position requires an MBA, J.D. or other related advanced degree in business, technology or Human Resources.
- Driver's License (must have personal transportation available).

### ***Experience Requirements:***

- Minimum of ten years of administrative or management experience that includes planning; budgeting; personnel selection, supervision and evaluation; and program and curriculum development and assessment.
- Demonstrated fiscal management skills, including understanding of multi-fund budget and finance procedures/practices.
- Demonstrated experience in data base decision-making and the ability to collect and analyze data electronically.
- Considerable experience (no less than five years) as an administrator in increasingly responsible positions.
- Experience with building successful partnerships with businesses and community agencies.
- Public Sector experience is preferred.

## ***Knowledge, Skills and Abilities:***

- Effective oral and written communication and presentation skills are required.
- Skill at organizing resources and establishing priorities.
- Experience supervising staff and managing budgets is required.
- Excellent teamwork skills are essential.
- Excellent interpersonal skills in the areas of collaboration, team participation, creative problem-solving, conflict resolution, group planning and decision-making processes.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- The ability to analyze data and communicate results to stakeholders is required.
- Must be able to anticipate and respond to the needs of stakeholders and manage their expectations within District parameters.
- Develops strategies and positively influences others to achieve the best overall results is necessary.
- A strong working knowledge of computer applications to include MS Office software and financial databases and software is required.
- Demonstrate knowledge and good judgment in matters of agency policy and procedures. Thorough knowledge and understanding of scope of authority and acting within said scope of authority.
- The ability to utilize proper discretion in dealing with confidential matters.
- Familiarity and knowledge of technology as it applies in an educational and business setting.
- Capacity and ability to adapt to changing priorities, unexpected circumstances, and sudden changes in work assignments.
- Knowledge of laws, regulations, and policies governing human resources policies and the use of and accountability of public funds.

## **Working Environment:**

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

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

## **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.*

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.

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