

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 2023
SALARY SCHEDULE: #96
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 6, 8**

CHIEF SYSTEMS OFFICER (CSO)

DEFINITION

Under Administrative direction, the Chief Systems Officer will be responsible for the efficient integration of organization priorities, systems, technologies, and processes to support strategic objectives across the organization.

EXAMPLE OF DUTIES

Collaborate with senior leadership to define the strategic direction and align system initiatives with business objectives;

liaise with federal, state, and local law enforcement, fire, and emergency services;

oversee the development, implementation, and maintenance of the Kern Integrated Data System;

oversee the management and optimization of transportation, maintenance and operations, and food & nutrition services;

meet with committees, boards, advisory groups, and others to recommend courses of action, uses of allocated resources, and to communicate assigned program activities and plans;

develop and implement inter-department standard operating procedures;

recruit, supervise, and evaluate assigned personnel in the division of Support Services;

plan, organize, and implement, advancement and modernization in major organizational systems and activities designed to develop interoperability between disparate systems;

other duties as assigned, including, but not limited to, general consultation, district coordination, UCP complaint assistance, committee assignments, compliance monitoring and reviews, etc.

QUALIFICATIONS

Knowledge of:

Current trends, innovations and practices in change management, staff development and management and willingness to keep knowledge current;

workflow automation, document management, and data systems;

emergency services, law enforcement, security, and facility management;

transportation logistics and food services in organizational settings;

Ability to:

Abide by the rules and regulations of the Kern County Superintendent of Schools Office in a professional, efficient manner;

lead, develop, and promote organization-wide change to improve professional practices and programs;

analyze situations accurately and adopt an effective course of action;

provide leadership in committees and special projects;

establish successful working relationships and rapport with individuals and groups;

articulate ideas and information effectively to others;

work effectively with diverse individuals and groups;
provide expertise in assigned areas at the school, district, and county level;
successful experience as a site and district administrator;
successful experience related to staff management, program development and budget preparation;
proven ability in Federal, State, and Local Emergency Operations leadership;
successful experience in organizational change management.

Experience:

Ten years of increasingly responsible experience in public school administration including experience in employee supervision, program and process development and implementation, and organizational change management.

Education:

Graduation from a four-year college or university with major coursework in business or public administration, or a related field;

Master's degree preferred.

Conditions of employment:

Requires proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position overtime exempt and has a probationary period of one year.

CP:ac

8/2/23

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