

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED SEPTEMBER 2019
SALARY SCHEDULE: #96
CLASSIFIED ADMINISTRATIVE - OVERTIME EXEMPT**

CHIEF OF STAFF (COS)

DEFINITION

Under the direction of the Superintendent, plan, organize, implement and control assigned programs and services in the areas of Communications, Community Service and Media Relations; direct several major organizational units in the delivery of services to assure responsiveness to County Office objectives and priorities.

EXAMPLES OF DUTIES

Plan, organize, implement and control major organizational units including Pre-Production printing and distribution, web services, strategic planning, and media relations to assure responsiveness to County Office objectives and priorities;

participate as a member of Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of communication services to districts, schools, and the County Office;

plan, recommend, and develop programs, goals, and objectives for the assigned departments;

present reports and provide technical counsel as requested by the Superintendent;

plan, organize, and direct a variety of programs, projects, and activities related to the function assigned;

provide technical expertise and information as necessary regarding assigned functions; formulate, develop and implement policies and procedures affecting assigned functional or program areas;

represent the area assigned to the County Office, State and federal officials as requested; make presentations to associations, community groups and others regarding County Office matters and assigned subject or program areas;

plan, organize, and implement long-term and short-term programs and activities designed to develop assigned services;

assure compliance with a variety of State and federal regulations, laws, and reporting requirements;

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;

prepare reports covering assigned activities and other matters such as budgets, financial reports, progress of projects, applicable program data and others as directed;

direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to the areas served;

communicate with other administrators and County Office personnel to coordinate activities and programs, resolve issues and conflicts, and exchange information; conduct staff meetings to communicate ideas and resolve issues;

supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training and development of subordinates;

consolidate, develop, and prepare the annual preliminary budget for assigned functions; make budgetary decisions for assigned areas; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established guidelines;

attend and conduct staff meetings; attend State and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

General administration practices;

policy development procedures and requirements;

applicable sections of State Education Code and other applicable laws, rules, and regulations related to assigned activities;

policies and objectives of assigned programs, services, and activities;

principles and practices of administration, supervision, and training;

public speaking and group facilitation techniques;

writing skills for effective communications as well as securing grants and other fund generating documents;

County Office organization, operations, policies, and objectives;

interpersonal skills using tact, patience, and courtesy;

budget preparation and control.

Ability to:

Plan, organize, and implement and control a variety of assigned programs and services to deliver direct services to students;

provide direct counseling assistance and technical expertise and information to administrators and County Office personnel;

lead group meetings and collaborative decision processes;

interpret and apply provisions of State Education Code and various regulatory agencies;

assemble and analyze data and make appropriate recommendations;

plan, prepare, and implement innovative actions;

prepare and make clear and concise written and oral reports and presentations;

provide guidance and direction to managers and other school district personnel which may concern various phases of their public relations plans and all aspects of the communication system, including support for students, teachers, site and district administrators through media relations;

train, supervise, and evaluate personnel;

prepare and deliver oral presentations;

prioritize and schedule work;

interpret, apply, and explain complex rules, regulations, policies and procedures;

maintain current knowledge of program rules, regulations, requirements and restrictions;

analyze complex situations accurately and adopt an effective course of action;

administer and adhere to the concepts of progressive discipline.

Experience:

Any combination equivalent to; advanced degree in a field related to area of specialty and five years responsible professional administrative level experience.

Education:

Bachelor's degree required.

Master's degree preferred.

Conditions of employment:

This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

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 is overtime exempt and has a probationary period of one year.

TS: rn

9/4/19

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