

Frank J. Bolaños, Chairman

**DISCUSSION ITEM: EFFICIENT OPERATION OF THE SCHOOL BOARD
MEMBERS & CHAIRMAN'S OFFICE**

**COMMITTEE: INNOVATION, EFFICIENCY & GOVERNMENTAL
RELATIONS**

As the School Board has taken steps to strengthen its policy-making role and restructured its committees to better align with the strategic plan of the school district, the opportunity exists to strengthen the board's management of this role and of its initiatives to be more efficient and effective.

It is proposed that the position of Chief of Staff to The School Board be created and serve the entire board in managing their policymaking role. Specifically, this position will serve as the Board's primary strategic liaison to the Superintendent's cabinet, oversee follow-through on board actions and requests, manage the committee process, assist board members in developing board items and will be responsible for all administrative operations and functions of the Board Members' Office which includes management of staff, budget, administration, policies and procedures.

The present School Board Office Manager PAC that is allocated in the Board Members' Office would be converted into a PAC to support the establishment of this position. Due to the difference in the base salary and associated fringes, the net cost for establishing this position is \$40,166.

A draft Job Description is attached.

**RECOMMENDED BY
MR. FRANK J. BOLAÑOS:**

That The School Board of Miami-Dade County, Florida discuss the creation of the Chief of Staff to the School Board position and provide the Chairman with suggestions and directions.

DRAFT

JOB DESCRIPTION

MIAMI-DADE COUNTY PUBLIC SCHOOLS

IDENTIFICATION INFORMATION

1. JOB TITLE: Chief of Staff to the School Board of Miami-Dade County, Florida
 2. DEPARTMENT: The School Board of Miami-Dade County, Florida
 3. IMMEDIATE SUPERVISOR: Chairperson of the School Board of Miami-Dade County, Florida
 4. PAY GRADE: 22
 5. JOB CODE: TBA
 6. BARGAINING UNIT: 6
 7. DATE OF LAST REVISION: April 26, 2005
 8. POSITION AUTHORIZED:
-
-

OCCUPATIONAL SUMMARY

The Chief of Staff to the School Board of Miami-Dade County, Florida is responsible for the oversight of all operations and functions of the Office of the School Board of Miami-Dade County, Florida; which includes management of staff, budgets, administration, policies and procedures. Serves as the Board's primary strategic liaison to the Chief of Staff for the Office of the Superintendent of Schools.

EXAMPLE OF DUTIES

1. Designs, establishes, and/or maintains organizational structure and staffing to effectively accomplish the goals and objectives of the School Board of Miami-Dade County, Florida.
2. Acts as the School Board's primary liaison to the Chief of Staff for the Office of the Superintendent of Schools to ensure Board members are kept fully apprised of issues and concerns regarding District affairs.
3. Assists Board members as well as Board staff in researching, preparing or editing Board agenda items, legislative memoranda or correspondence.
4. Prepares and/or contributes to the preparation of reports, briefings, presentations, and responses on strategic issues, as deemed appropriate by the Chairperson of the School Board of Miami-Dade County, Florida.
5. Provides status reports on critical issues as directed by the Chairperson of the School Board of Miami-Dade County, Florida.

6. Accepts and responds to media requests/calls and direct to appropriate Board or District staff for resolution.
7. Prepares correspondence and compose routine correspondence independently.
8. Coordinates special projects on behalf of the Chairperson of the School Board of Miami-Dade County, Florida.
9. Provides assistance to Board Administrative Assistants as it relates to the use of online CICS applications such as PERS, TRVL, ISIS.
10. Performs other duties comparable to the above, as the above duties describe only typical, primary features of the job.
11. Performs other duties related to general administrative responsibility as assigned.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, standing, walking, pushing, pulling, lifting, finger dexterity, repetitive motions, talking, hearing, and visual keenness. The work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Bachelor's degree in Education, Business Administration, Public Administration or a related field. *Master's Degree desirable, but not required.*
2. Minimum of five (5) years of progressively responsible administrative, supervisory, and/or professional experience in a large public organization.
3. Ability to communicate effectively as evidenced by clarity and conciseness of oral presentations and submitted documents.
4. Possess thorough knowledge of public school system's organizational structure and associated functions.
5. Possess knowledge of organizational structure, workflow, and operating procedures.
6. Ability to perform complex tasks and prioritize multiple projects.
7. Possess strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.

- 8. Ability to foster a cooperative work environment.
- 9. Possess demonstrated leadership, organizational and management skills.

APPROVED BY:

DATE:

Chief/Assistant/Associate/Deputy Superintendent

REVIEWED BY:

DATE:

Civil Rights and Diversity Compliance

AUTHORIZED BY:

DATE:

Compensation Administration