

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Chief Logistics Officer	REPORTS TO:	Superintendent
DEPARTMENT:	Logistics	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	044
ISSUED:	June 20, 2008		

BASIC FUNCTION:

Plan, organize, control and direct the functions of Food Services, Instructional Facilities, Physical Plant Operations, Transportation Services, and School Police Services Departments; serves as a member of the Superintendent's Cabinet.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, control and direct the functions of Food Services, Instructional Facilities, Physical Plant Operations, Transportation Services, and School Police Services Departments. **E**

Coordinate and provide leadership and direction for all divisions and departments within the scope of responsibility. **E**

Serve as a member of the Superintendent's Cabinet; participate in district-wide initiatives and plans. **E**

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action. **E**

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. **E**

Operate a computer and assigned software programs; operate other office equipment as assigned. **E**

Perform other duties as assigned. **E**

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to a master's degree in a related field and ten years of progressively responsible management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.
Techniques and strategies for managing a large, diverse organization.
Principles and techniques of budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide leadership and direction in assigned functions.
Review existing and pending legislation related to assigned programs and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze problems, make decisions, and be responsible for those decisions.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT: Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1214
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