



DEPUTY CHIEF EXECUTIVE OFFICER

BASIC FUNCTION

Under policy direction and approval of the Superintendent of Schools, direct and oversee District business operations and financial services, including bond-funded school modernization programs, facilities, assets and maintenance operations and the information technology and financial services departments; develop and lead strategic initiatives for operational programs; ensure that ~~lead~~

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in an office setting with regular visits to elementary, middle, K-8 and/or High School campuses and District facilities and extensive employee and public contact, with frequent interruptions. Work hours routinely evening and weekend activities, meetings and district, school and student functions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a school office and campus setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; driving, sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying school equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in