



MISSISSIPPI
DEPARTMENT OF
EDUCATION

CAREER OPPORTUNITY

CHIEF OPERATIONS OFFICER (CHIEF DEPUTY TIER III) OFFICE OF OPERATIONS AND FINANCIAL SERVICES NON-STATE SERVICE

Salary Range: \$101,626.00 - \$173,400.00

Salary will be negotiable and commensurate with experience.

RESPONSIBILITIES:

The Mississippi Department of Education (MDE) seeks a Chief Operations Officer (Chief of Staff/Chief Deputy Tier III). This individual must possess the fiscal and educational expertise to provide leadership, management, and vision necessary to ensure that the MDE has the proper operational controls, budgetary and reporting procedures, accounting and procurement procedures, and oversight of school financial services.

The successful candidate must possess the following:

- Collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of our organization.
- Manage the day-to-day operations of the agency, allocating resources to achieve mandated and strategic objectives of the MDE and ensuring long term sustainability.
- Assist in the development and achievement of short term and long term strategic, operational, and financial goals and objectives.
- Oversee the review and enhancement of business processes to improve administrative and operational functions of the agency including operating policies and internal controls, financial management, and budgetary management.
- Ensure that activities and operations are performed in compliance with local, state, and federal rules and regulations.
- Prepare information and testify as needed before the State Board of Education (SBE), the state legislature, and various related Commissions.
- Serve as a member of the Superintendent's Executive Leadership Team and engage with that group to develop state policies and issue guidance, as needed.
- Serve as the liaison with other Offices/Divisions and communicate regularly to ensure maximum efficiency.
- Review and recommend budget requests and expenditures as they relate to the department.
- Provide public school officials with information regarding effective educational policies and procedures.
- Review and recommend appointment of personnel needed to perform the activities of the department.
- Establish positive working relationship with districts.
- Any additional duties as assigned by the State Superintendent of Education.

SPECIAL QUALIFICATIONS:

- Demonstrated experience in financial planning and budget development.
- Skilled in organizational development, personnel management, budget and resource development, and strategic planning.
- Experience in the field of finance, accounting, business administration, public administration, or business management.
- Possess personal qualities of integrity, credibility, and commitment to corporate mission.
- Flexible and able to multitask, can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions, demonstrated resourcefulness in setting priorities and guiding investment in people and systems.

EXPERIENCE/EDUCATION REQUIREMENTS:

A Master's degree from an accredited four-year college or university in education, school administration, business administration, or a closely related field and eight (8) years of employment in work related to the above-described duties. Preference may be given for those with employment experience at the administrative level within a school or district.

APPLY

- Visit [Mississippi State Personnel Board](#) to apply
- Deadline: March 3, 2025

BENEFITS

- mdek12.org/OHR/MDE-Employee-Benefits

INQUIRIES

- Erin Meyer
EMeyer@mdek12.org
601-359-2585

