**Class Summary**

The responsibilities of this classification include directing and evaluating the operations of departmental programs with several levels of supervision. The incumbent will oversee the department’s financial and operational policy development and address critical issues with significant public impact.

**Distinguishing Characteristics**

This is a single-level and single-incumbent classification. This classification is distinguished from senior-level classifications in that the incumbent manages day-to-day operations that impact strategic, operational, and financial planning. The Chief Operating Officer reports to the department director.

**Examples of Duties**

1. Act as a key advisor to the department director and make recommendations on financial and budget issues.
2. Provide strategic and operational direction for new or revised policies, systems, and strategies with complex administrative and financial impacts.
3. Develop strategic long-range financial planning, operating and capital budgets, and make funding adjustments as necessary to meet the department’s business needs.
4. Ensure compliance with evolving and emerging laws, rules, and regulations.
5. Maintain positive interactions with key constituents and drive objectives on behalf of the department.
6. Influence and initiate innovative improvements that affect the department.
7. Collaborate with senior leadership and staff in developing complex programs and implementing strategic and operational initiatives.
8. Explore outside funding on behalf of departmental programs and monitor grants and contract compliance.
9. Evaluate staffing patterns to ensure adequate staffing and succession to meet department goals.
10. Direct and supervise assigned staff.
11. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of federal and state regulations involving government and legislative activities

Knowledge of effective management practices in a labor-intensive environment

Skill in identifying key business issues from multi-disciplinary perspectives

Ability to implement plans and make decisions that enable the execution of strategic goals

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Executive) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 01/2024 – Updated content and title |