

**Chief Operating Officer Job Description**

Reports to: Chief Executive Director (CEO)

Employment Status: Exempt, Professional, Permanent

Qualifications:

* Master's degree in social work, public health, education, social science, public relations, or business management.
* Experience in the field of chemical dependency, mental health and/or children and family services.
* 3-5 years experience in health or human service administration.

Job Description:

* Makes recommendations to the CEO regarding the development of policies, programs and budgets.
* Provides the CEO with quarterly reports on the statistics, activities and outcomes of the programs.
* Supervises program leadership.
* Assists program leadership in the management and disciplining of their respective staff.
* Participates in committee meetings (internal and external) when indicated.
* Makes personnel policy recommendations to the CEO and administers policies to agency staff.
* Responsible for employment, evaluation of work performance and disciplinary action of program leadership.
* Keeps expenditures within the approved budget.
* Assist the CEO in seeking to secure continued funding through new sources of revenue and grants.
* Responsible for the day to day operations of the agency and its programs in assistance with and in the absence of the CEO.
* Active role in strategic planning process.
* Direct quality assurance activities within each program.
* Identify best practices and improve internal systems
* Assist the CEO with essential leadership activities, i.e. Human Resources, Administration and Organizational Planning, Budget.
* Ensures that the agency' s programs are consistent with the mission of the agency.
* Promotes a positive workplace environment.

Employee’s signature

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Date

CEO signature Date

In support of the Americans with Disabilities Act, this job description lists only those responsibilities and qualifications deemed essential to the position. Equal Opportunity Employer.

Update 8-10-19