



JOB DESCRIPTION

Core Values

*COMMUNICATION - HONESTY AND INTEGRITY - RESPECT AND FAIRNESS - TEAMWORK AND COLLABORATION
 POSITIVE ATTITUDE AND ENERGY - PROFESSIONALISM*

Position:	Chief Operating Officer	Revision Date:	8/14/2019
Position No:	3	Program:	Central Administration
FLSA Status:	Exempt	Reports to:	Chief Executive Officer
Salary Grade:	19	Classification:	1A

Mission Statement

Community Action Partnership of San Luis Obispo County addresses the causes of poverty, empowering low-income people to achieve self-sufficiency through community-based collaborations and programs

Vision Statement

Creating communities where all people have equal opportunities to achieve self-sufficiency.

Position Summary

The chief operating officer position is responsible for directing all of the administrative functions of the agency in accordance with industry standards, where applicable, regulatory agencies, as appropriate and company objectives and policies. Provides leadership, management and vision necessary to ensure that the agency has proper operational controls, administrative and reporting procedures, and people systems in place to effectively grow the agency to ensure financial strength and efficiency. The chief operating office accomplishes this through a respectful, constructive and energetic style, guided by objectives of the company and supports CAPSLO's mission and vision.

Essential Duties:

Management Responsibilities

1. Oversees the Chief Financial Officer and to ensure efficient agency fiscal management systems that provide program support on a level with current needs and future growth projections in areas such as budgeting, accounting, risk management, purchasing and payroll. Ensures compliance with funding sources, state and federal laws, fiscal controls, audits and fiscal policies.
2. Oversees IT Director in the design, development, implementation and maintenance of communication systems, such as computer hardware, computer software, area-wide network, high-speed internet, automated tracking systems, centralized

database management, phones, voice mail, e-mail, web site, teleconferencing equipment and other systems to assist in the smooth and efficient flow of information. Ensures programs receive technical support and are trained on communications systems.

3. Oversees the Facilities Director to ensure adequate program support in the area of facilities and project management, including major construction projects, related applications and permits, assistance with property purchases and leases, capital improvement, facility maintenance, playground safety inspections, program records retention system, and overall facility and security management systems agency-wide.
4. Ensures that the responsibilities, authorities and accountability of all direct subordinates are defined and understood.

Fiscal Responsibilities

1. Oversees and directs the coordination and implementation of continuous improvement processes and financial management systems that ensure efficiencies and compliance on an agency-wide basis (i.e. ERP, Financial and Accounting systems, etc.)
2. Directs the analysis of accounting reports to measure performance and identify deficiencies which may affect the ability of the Agency to meet financial and operational performance standards and goals.
3. Develops and establishes budgeting standards to evaluate expenditures for all grants/contracts and programs.
4. Identifies and presents financial issues. Recommends appropriate actions to strengthen and enhance the financial control environment.

Legal Responsibilities:

1. Oversees the coordination, communication and interactions of Agency individuals with any legal issues and legal services associated with Agency operations.

Responsibilities and Duties:

1. Demonstrated experience in financial planning and analysis with previous experience overseeing the finance, facilities, and information technology.
2. Skilled in organizational development, personnel management, budget and resource development, and strategic planning.
3. Creates the central administration structure and processes necessary to manage and support the organization's current activities and projected growth.
4. Develops and establishes operating policies, systems, and controls consistent with the agency goals and objectives.

5. Develop credibility for the administration group by providing timely and accurate analyses of budget, project proposals and business trends in the multiple agency programs in order to assist the CEO and the Board of Directors and other senior managers in performing their responsibilities.
6. Evaluates the results of central administration operations regularly and systematically and reports results to the Chief Executive Officer.
7. Ensures that all agency activities and operations are carried out in compliance with funding sources, local, state and federal regulations and laws governing agency business.
8. Oversees grant and contract administration systems by providing program support for current and future needs in the area of planning, negotiations, and administration of contractual performance. Ensures compliance with grant conditions, rules, regulations, and pertinent laws. Assists in establishing evaluation procedures for determining impact, funding justification, and changes in existing programs.
9. Advise, negotiate, manage and administer all contracts into which the agency may enter. Counsel with the CFO on financial matters associated with the financial viability of entering into such contracts.
10. Attends monthly management meetings and Board of Director meeting.
11. May act as the CEO in her/his absence. May represent the agency in the community in place of the CEO, as needed.
12. Other responsibilities and projects as assigned.

Minimum Educational and Experience Requirements:

1. Bachelor's degree in Accounting, Finance, Business Administration, or closely related field.
2. Seven (7) to ten (10) years of senior management level experience in review management of Agency Administrative related functions as described herein, including at least five (5) years of supervising management level staff.
3. Proficiency with multiple financial software packages. Proficiency in GAAP accounting and policy and experience in government regulatory requirements and filings.
4. Must have knowledge of auditing standards; budgeting best practices; and governmental or fund accounting, as well as those required by various funding terms and conditions of our contracts.
5. Must have knowledge of federal, state and local funding source regulations and reporting requirements. Familiarity with and its related government requirements

and/or knowledge of applicable codes and regulations, especially those pertaining to the State Department of Education and Health and Human Services.

Preferred qualifications for the position:

1. Master's degree in Business Administration or related field
2. Valid license to practice as a Certified Public Accountant in California preferred.
3. Financial accounting experience in a non-profit organization, community action agency or governmental entity, including familiarity with governmental accounting principles and procedures. Risk management experience including oversight of contracts, leases and grants.
4. Experience with state or federally funded child development programs and a focus in nonprofit accounting, including familiarity with and understanding of compliance with OMB Circular A-133 and A-122, especially CFR part 74, relocated to 2 CFR, Part 230.

Competencies:

1. Communication Skills
 - o Must possess excellent oral and written communication skills
 - o Invites others to participate in the decision making process
 - o Solicits and evaluates feedback
 - o Communicates changes effectively
 - o Builds commitment and supports those affected by change
2. Problem Solving
 - o Must be able to generate creative solutions
 - o Ability to translate concepts and information into tangible systems and policies
 - o Demonstrated ability to develop project plans, and completes projects on time and budget
3. Management Skills
 - o Ability to develop and implement systems, procedures and policies
 - o Delegates work assignments effectively
 - o Acts as a role model and provides leadership
 - o Involves staff and management in planning, decision making, facilitating and process
 - o Demonstrates accuracy and thoroughness in work
 - o Motivates staff to look for ways to improve and promote work quality
 - o Gives appropriate recognition to staff
4. Business
 - o Conserves agency resources
 - o Possesses working knowledge of finance, information technology, facilities, purchasing and laws, regulations and standard business practices
 - o Develops strategies to achieve agency goals
 - o Identifies external threats and opportunities

5. Diversity
 - Has ability to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
 - Has ability to build a diverse workforce
 - Demonstrates knowledge of EEO policy
 - Educates others on the value of diversity

6. Ethics
 - Treats people with respect
 - Keeps commitments
 - Demonstrates strong work ethic and integrity
 - Upholds and supports agency goals and values
 - Follows policies and procedures

7. Planning/Organizing
 - Knowledge of the goals and objectives of community programs, including program coordination and administration
 - Knowledge of related federal and state legislation and regulations
 - Working knowledge of the principles and practices of governmental administration
 - Working knowledge of problems of economically disadvantaged, minority, female and disabled persons
 - Working knowledge of evaluation techniques, contract negotiation techniques, basic statistics, budget planning and development, monitoring and fiscal aspects of program management
 - Knowledge of federal program accounting/reporting procedures and block grant funding
 - Knowledge of auditing processes and procedures, spreadsheet application, and employment and training information technology systems
 - Ability to plan, organize, manage and administer programs, activities, and functions
 - Ability to administer a performance and fiscal monitoring program of contractors and sub-grantees
 - Ability to deal effectively with a variety of government and community officials

8. Other
 - Ability to travel out-of-county and out-of-state
 - Ability to work in a changing, evolving teamwork-oriented environment
 - Excellent planning, organizing and leadership/supervisory skills
 - Ability to work with policy makers (Board of Commissioners), managers, and staff
 - Ability to interact at all levels and across diverse cultures
 - Ability to analyze complex business and financial data and develop innovative recommendations and solutions
 - Extensive computer knowledge (word processing, spreadsheet, database management, internet, e-mail, calendar, etc.)
 - Employment is contingent upon meeting all job requirements and background requirements: criminal history check, education verification, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. Employment is contingent upon receiving a clearance from appropriate authorities.
 - Must be able to relate well to all people of the community regardless of color,



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national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.

- o Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and practices; and act in such a manner as to ensure at all times maximum safety to one's self, fellow employees, clients and children.

Physical and Environmental Requirements:

Position requires intermittent sitting, standing, walking, twisting, and bending. Must be able to lift up to 30 pounds. Simple grasping and hand manipulation required as well as reaching above and below shoulder level. Requires working indoors in a temperature-controlled environment with some exposure to copier and printer chemicals/fumes. Must be able to withstand exposure to noise in a daycare environment.

Reasonable Accommodations:

I have read and understood the *Essential Functions* of this position, including the *Responsibilities and Duties*.

I also acknowledge that the Responsibilities and Duties for this position may change in the future with or without prior notice.

I further understand that I can request a reasonable accommodation, should one be necessary for me to carry out the Essential Functions of this position.

I can perform these with or without reasonable accommodation.