

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Chief Operating Officer

Department: Administration

FLSA Status: Exempt

Job Code: A131

JOB SUMMARY

The Chief Operating Officer (COO) is an executive staff management position reporting directly to the City Administrator. This position works collaboratively with Department Directors, Assistant Directors and other senior leadership within the organization to support the City Administrator, primarily at the intersection of organizational goals and objectives, Mayor and City Council strategic priorities, City-wide initiatives, special projects, operational efficiencies, fiscal affairs, and administrative operations. This is accomplished by serving as a trusted advisor to the City Administrator, overseeing internal and external commitments, ensuring priorities are strategically managed and results measured, and service delivery meets and aligns with organizational performance standards.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes and coordinates the operational and administrative functions of key city departments and/or management support divisions as assigned by the City Administrator;
- Supports department heads, facilitates a congruent administrative services team within the organization and ensures continuous improvements across organizational-wide programs and special projects;
- Supports the development, analysis and administration of budgets for departments, evaluates policies and procedures, presents recommendations for revisions to the City Administrator, administers assigned projects and monitors progress;
- Supports staff leadership to execute programs, policies and systems and provides broad policy oversight of administrative support services including budgetary and human resources needs;
- Consults and collaborates with executive staff and senior departmental leadership and provides advice and counsel on complex management issues, organizational structure,

feasibility and the potential impact of varying courses of action; coordinates interdepartmental program elements with City-wide goals;

- Works as a strategic partner with executive management team to assist with defining action plans and developing ideas/strategies to fill business process gaps that impact the organization's mission and strategic plan;
- Manages and monitors annual action plans of assigned department in support of Mayor and City Council's strategic priorities. Ensures that departmental goals are incorporated into performance objectives, and provides direction and oversight for monthly progress reporting;
- In collaboration with the City Administrator, provides leadership and management direction to planning and executing team building, and professional development
- Collaborates across City departments to determine quality and adherence of work flow and the exchange of information and ensures compliance with established operating procedures;
- Performs other duties as assigned by the City Administrator.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's Degree in Public Administration, Business Administration, or closely related field, Master's degree preferred; supplemented by ten (10) years of progressively responsible professional experience in the field of governmental administration, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia Driver's License with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of management principles and supervisory practices.
- Ability to prepare and maintain complex records and reports.
- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions; and the ability to do so within the context of highly functioning organizational theories and management principles.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.