

## **Chief Operating Officer**

**Reports To:** Chief Executive Officer

**FLSA Status:** Exempt

### **Position Purpose**

The Chief Operating Officer is responsible for the administration of all agency funds and operations under the guidance of the Chief Executive Officer, consistent with the official policies, procedures, and guidelines of the RPC Board of Commissioners, the Champaign County Board, and all other oversight boards, councils, units of government and government agencies under contract. This position acts as Chief Executive Officer in the absence of the Chief Executive Officer. The COO exercises initiative and independent judgement both individually and as a member of the management team to identify opportunities and assessing problems, develop optimal solutions, new initiatives and maintaining the financial integrity of the agency. Also acts as the lead team member for several program areas within the RPC structure.

### **Dimensions**

Manage the operating budget and all revolving loan funds. The operating fund represents a diverse and highly sophisticated combination of programs with significant variations in financial regulations. The financial management of the various separate commercial loan funds is similar to a bank lending operation in scope.

The COO has primary responsibility for salary administration and payroll. In collaboration with the CEO, Human Resource Director and the management team, supervise and direct the functional responsibilities of all RPC employees.

Manage all federal, state and local grants and contracts, four separate Head Start programs and all revolving loan funds, all having highly diverse program, fiscal, and staffing compliance requirements.

Must be conversant with all program rules and have the professional capability to assess financial and budgetary impacts and to effectively communicate options and influence Board and grant agency decision-makers.

Administer separate non-for-profit corporations affiliated with the Champaign County Regional Planning Commission with significant capital asset funding bases. Among them are a multi-bank community development corporation, which operates under the policies established by the Office of the Comptroller of the Currency. The corporation's investments include both debt and equity participation which requires the ability to evaluate business plans and alternative financing strategies acceptable to the board of directors which consists of senior commercial lenders from major banks in Champaign County.

Manage all RPC facilities including administrative offices in the Brookens Center as well as off-site facilities for Head Start. Evaluate location alternatives for expansion, staff assignments, capital requirements, system configurations, and contract options.

Authorizes all hardware and software purchases and is responsible for the overall computer system configuration of the RPC and its satellite offices.

Provide supervision to all RPC staff with specific focus on the financial impact of decisions, operations, and new initiatives.

### **Nature and Scope**

Provide financial management across all program areas of the RPC and related organizations focusing primarily on the financial aspects of the RPC but impacting all areas including personnel, programs and operations.

In coordination with management team and at the direction of the CEO assume direct management responsibility in the event of program/director vacancy.

Develop and implements program budgets including alternative staffing allocations, cost recovery methods, allowable administrative limits, non-match alternatives, and modifications to accommodate County practices and procedures.

Establish major financial objectives and develop multi-year strategies for growth and implementation of state-of-the-art methods for cash forecasting, budgeting, account, inventory and asset control, and adapting to constant programming and staff changes and technological advances. Develop recommendations and practices to establish and maintain diversity in revenue, employment and programming.

Development of a comprehensive RPC budget with grants and contracts of overlapping fiscal years, labor distribution estimates, and shifting federal, state and local priorities.

Routinely represent the RPC at various professional meetings and on various local and state committees and boards to help influence local and statewide decision-makers and to keep the RPC Commissioners, CEO, management team abreast of changes in legislation, funding initiatives, program and fiscal changes and regulatory mandates. Participate or lead special projects as assigned or approved by the Chief Executive Officer.

### **Principal Accountabilities**

Responsible for the development of alternative-financing strategies, which meet the agency's current and future needs. This requires proper positioning of the agency to take on additional programs and staff within the current framework and to maintain fiscal stability in an uncertain environment.

Responsible for program and County budget development and finalization, system and staffing allocations.

Provide leadership & accountability for subordinate personnel including selection, hiring, assignment of work functions, disciplinary proceedings, evaluations, termination recommendations, direction of work objectives and priorities, approval of travel,

assignment of staff to particular grant and contract accounts, verification and approval of time sheets, expenditures and contract documents.

Exercise independent judgment with regard to policy implementation, contract compliance, equipment procurement, and regulatory conformance.

Work independently and as a part of the management team to establish new initiatives and directives for the agency.

Prepare program budgets in coordination with appropriate managers but maintain full responsibility for agency comprehensive budget and operational policies and procedures.

Recommend alterations to policies, bylaws and organizational structure to the Chief Executive Officer, management team and related boards.

### **Required Knowledge**

Working knowledge of grant financial management, fund accounting, governmental budgeting, accounting and auditing standards and advanced problem-solving abilities.

Advanced computer skills, including spreadsheet development and network administration.

Highly skilled in both oral and written communication, personnel management techniques, commercial lending practices, advanced financial analysis skills, and negotiation techniques effective in a politically sensitive and professionally challenging environment.

Ability to work with diverse staff and oversight boards and have the ability to deliver complex presentations to influence policy outcomes.

Demonstrated ability to facilitate and organize subsidiary not-for-profit corporations and provide effective financial management for a significant number of commercial revolving loan funds.

Prefer Master's degree in Business Administration, Public Administration or related field with at least three years management in a complex government accounting system or MBA or MPA with at least five years management in a noncomplex government accounting system. Minimum requirements are a Bachelor's degree in Business Administration, Public Administration or related field with seven years management in a complex accounting system.