



# The Agricultural and Labor Program, Inc.

## Job Description

<b>Job Title:</b>	Chief Operating Officer
<b>Classification Level:</b>	Executive, Full-Time
<b>Reports To:</b>	Chief Executive Officer
<b>FLSA Status:</b>	Exempt
<b>Pay Grade:</b>	E 2
<b>EEO – 6 Category:</b>	11-1011
<b>Location:</b>	Corporate
<b>Division</b>	Administration & Operations
<b>Created:</b>	April 5, 2021

### SUMMARY

Under the direct supervision of the Chief Executive Officer (CEO), the Chief Operating Officer (COO) is responsible for assisting the CEO with the daily execution, development, implementation, management and ensure the effective operation of the organization. The COO ensures accountability and compliance in accordance with Agency, Local, State, and Federal regulations and requirements.

### DUTIES AND RESPONSIBILITIES/ ESSENTIAL FUNCTIONS

- Assist the CEO in setting and driving organization vision, operational strategy, program development, expansion and hiring needs.
- Provide direction and guidance to CEO that aligns with the company's Mission, Community Needs Assessment and overall strategic plan, goals and vision.
- Assist the CEO with the development of written policies setting forth the standards and procedures to be followed by employees, agents, contractors, and the staff members; oversee and monitor the updating of such standards and procedures as necessary.
- Review and ensure compliance, of all organization funding agreements, contracts, and partnering agreements.
- Directly oversees the operations of the Community Services and Economic Development and Child Development and Family Services Divisions.
- Drive company results from both an operational and financial perspective working closely with the CEO, Director of Finance and other key executive team members.
- Create effective measurement tools to gauge the efficiency and effectiveness of internal and external processes.
- Ensure effective recruiting, onboarding, professional development, performance management, and retention.
- Provide accurate and timely reports outlining the operational condition of the organization, to the CEO.
- Spearhead the development, communication and implementation of effective growth strategies and processes.
- Develop and make presentations to the Department Managers, Board of Directors, Community Partners, funding sources and other groups as directed by the Chief Executive Officer.
- Designs, coordinate and implements a storage record keeping system to insure agency ongoing compliance with funding sources record retention rules and regulations.
- Develop, implement and maintain an ongoing monitoring and evaluation system to ensure performance accountability within all the agency's funded projects and activities.
- Provide written documents and programmatic compliance reports, to the CEO, and/or funding Sources, upon request.

- Utilize evaluation data to maintain, correct, and/or improve delivery of program services.
- Adhere to company, federal, state and Local regulations and requirements, enforcing compliance and taking action when required.
- Work closely with senior management team to create, implement and roll out plans for operational processes, internal infrastructures, reporting systems and company policies all designed to foster growth, and efficiencies within the organization.
- Motivate and encourage employees, at all levels, as one of the key leaders in the company including but not limited to professional staff, management level employees and executive leadership team members.
- Foster an Organization culture that promotes ethical practices, customer focus and service and encourages individual integrity.
- Maintain a positive and ethical work climate that is conducive to attracting, retaining and motivating a diverse group of top-quality employees at all levels;
- Forge strategic partnerships and relationships with constituents, community representatives, Local, State and Federal Program Funders.
- Foster a growth oriented, positive and encouraging environment while keeping employees and management accountable to company policies, procedures, guidelines, regulations and requirements.
- Perform all other duties as assigned by the Chief Executive Officer.

### **SUPERVISORY RESPONSIBILITIES**

Child Development and Family Services Compliance Officer  
Division Director

### **QUALIFICATIONS**

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Demonstrated supervisory, fiscal management, budget development, and program administration experience.
- Excellent business acumen and presentation skills.
- Excellent communication, interpersonal skills and public speaking skills.
- The ability to work with varying personality styles.
- Demonstrated competency in strategic planning and business development
- Ability to work without close supervision.
- Ability to supervise effectively and to serve as a mentor to staff.
- Sensitivity to diverse cultures, races, and low-income family situations.
- Demonstrated experience in:
  - Non-Profit Government.
  - Employee and supervisor training, development, and mentoring.
  - Budgeting and forecasting.
  - Compliance with regulations and requirements at the federal, state and/or local levels.
- Excellent interpersonal skills and high ethical standards.
- Ability to think creatively and be a key contributor to Agency-wide goals.
- Thorough knowledge of theory and practices, administrative principles and techniques
- **Minimum 5-10 years' experience in non-profit administration, human services programs, and supervisory roles.**
- **Minimum of a bachelor's degree preferably in related field. Master's Degree Preferred.**

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, keyboarding and gross manipulation, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and speaking, or hearing requirement. The employee must occasionally lift, push or pull and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus (peripheral).

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- The work is performed mainly in an indoor office environment.
- Several times a day, there may be exposure to outside elements.
- The noise level in the work environment is usually moderate.
- Valid Driver’s License Required.
- Occasional in-town and out-of-town travel may be required.
- Working some weekends and nights may be required.

**Acknowledgement**

This job description describes the general nature and level of work performed by an employee assigned to the role. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other duties as requested by the Chief Executive Officer. All requirements are subject to change over time.

Approved By: Arlene Dobison, Chief Executive Officer	Approved Date:
Signature:	April 5, 2021

I acknowledge that this job description is neither an employment contract nor a legal document and that my employment is at-will. I have received, read, and understand the expectations for the successful performance of this job.

Employee (Print):	Date:
Signature:	