

Senior Director of Operations

(AACOG)

This is a highly advanced managerial position. Work involves strategic planning, state agency administration, and working closely with the executive director on the day-to-day operations of the agency; Plans, assigns, and supervises the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

Duties include managing the preparation and presentation of agency reports and studies; provides counsel and advice to the Executive Director regarding agency operations; providing information and advice to state agencies and the general public regarding agency activities and responsibilities. Develops and implements agency policies and procedures; Reviews and analyzes agency operations to evaluate the performance of the agency and to identify areas of potential program modifications and improvements; Plans, assigns, and supervises the work of others; May confer with board members, organization officials, and staff members to discuss issues, coordinate activities, and resolve problems.

Desired Degree/Job Experience: Bachelor's Degree with major coursework in business or public administration or a related field with a minimum of five (5) to seven (7) years of experience in policy administration, management work, and progressively responsible supervisory experience leading, training and guiding subordinates; or any equivalent combination of experience and training which provides the required knowledge, skill, and abilities. Minimum requirements: Knowledge of supervisory management; Knowledge of governmental agencies responsible for multiple funded programs; Ability to develop short and long-range service goals; Skill in developing work plans and setting objectives, analyzing, organizing and interpreting legislation, rules, regulations, technical data and public opinion; Skilled in multi-tasking; Ability to prepare and manage budgets from multiple funding sources; Ability to understand grant requirements; Ability to plan, assign and supervise work of others; Ability to make presentations to a variety of diverse organizations and to prepare succinct and grammatically correct business correspondence to same; Ability to master word processing, desktop publishing, database software and other technical tools.

This position is a Pay Grade 33. Salary commensurate with experience. This is an exempt position. Open until Filled. **Only electronic online applications will be accepted.**

AACOG offers a generous benefits package. These benefits can be reviewed at <http://aacog.com/DocumentCenter/View/50076/ADVANTAGES-of-WORKING-for-AACOG>

Apply online at:

www.aacog.com/apply

Equal Opportunity Employer