



## **JOB DESCRIPTION**

**TITLE:** Chief Operating Officer

**GRADE:** Non Exempt

**SALARY:** \$80,000 - \$100,000

**REPORTS TO:** President/CEO

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**PURPOSE OF POSITION:** The Chief Operating Officer (COO) is responsible for the oversight and overall management of the day to day activities of all of the Fresno County Economic Development Corporation (EDC) programs.

**Managerial Responsibilities:** Manage and oversight of the executive team including Directors, Managers, Controller and Vice Presidents. COO is principally responsible for the overall direction, coordination, reporting and evaluation of the organization's contracts and day to day functions.

**RESPONSIBLE TO:** President/CEO

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### **DUTIES & RESPONSIBILITIES:**

1. Oversee the day to day operations of the business of the corporation;
2. Develop, in collaboration with the CEO and Controller, an annual operating budget that supports the EDC program objectives;
3. Identify additional funding sources for the organization and in collaboration with the CEO, establish and maintain a long term plan for funding;
4. Lead the process of negotiating and renewing contracts with the County, Cities and partners;
5. Work closely with the Executive Team to identify and implement short and long terms goals;
6. Oversee service quality, management, development and expansion of services;
7. Assist the CEO in establishing an appropriate organizational structure;
8. When needed, serve as spokesperson for the organization and promote the organization in the community;
9. In collaboration with the CEO, ensure that all internal and external goals and objectives are met;

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10. Responsible for all internal and external reporting requirements;
11. Oversight and management of all human resources for the organization including;
  - a. Staffing, evaluations, trainings, employee relations;
  - b. Update Employee Handbook as needed;
  - c. Ensure compliance of all labor laws;
  - d. Promote team and leadership development.

**SKILLS AND KNOWLEDGE:**

1. Broad experience with the full range of business functions and systems, including planning, budgeting, business analysis, finance, information systems, human resources and marketing;
2. Strong written and verbal communication skills;
3. Computer literate
4. Proficient in Word, Excel, Power Point, or similar software programs;
5. Highly organized self-starter;
6. Must be professional and exhibit high ethical standards
7. In-depth knowledge of non-profit finance and accounting;
8. Outstanding organizational and leadership abilities;
9. Demonstrable competency in strategic planning and business development.

**EXPERIENCE AND EDUCATION**

- Bachelor's degree or higher in a related field and at least five years of experience in an upper management position.
- Demonstrated senior management experience in a leadership capacity, preferably in a non-profit setting.

**PROPRIETARY & CONFIDENTIAL MATTERS**

- All matters relating to EDC and its business activities are strictly confidential.

**PHYSICAL REQUIREMENTS**

- The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

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- While performing the duties of this job, the employee is regularly required to stand, walk, sit; use hands for clerical duties and keyboarding. The employee is occasionally required to reach with hands and arms; stoop and kneel.
- The employee will seldom lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.
- Acute hearing is necessary for telephone and in-person communication with callers and assisting staff, customers, and vendors. This position requires speaking in front of a group to lead meetings and training sessions.

**WORKING CONDITIONS:**

- This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment.
- Occasional local travel may be required.